

STANDARD FORM 66  
October 1967  
CLASSIFIED BY THE SECRETARY OF DEFENSE  
Excluded from Automatic DOWNGRADING AND  
DECLASSIFICATION  
DD FORM 101

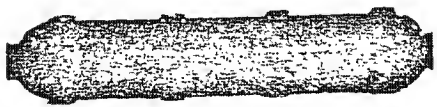
SECRET

Official Personnel Folder

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JOB 72-60 BOX 26

315392



67 JAN 1968

ONEAL, BIRCH D. TERMINATED 68553 D

S E C R E T  
(When Filled In)

CERTIFICATION OF SEPARATING EMPLOYEE

Name (Last-First-Middle)

MEMORANDUM FOR THE RECORD - ATTACH TO OFFICIAL PERSONNEL FOLDER

I hereby acknowledge the receipt of the following forms and/or information concerning my separation from CIA as indicated by check mark:

/	1. Standard Form 8 (Notice to Federal Employee about Unemployment Compensation).
NA	2. Standard Form 55 (Notice of Conversion Privilege, Federal Employees' Group Life Insurance).
	3. Standard Form 56 (Agency Certification of Insurance Status, Federal Employers' Group Life Insurance Act of 1954).
NA	4. Standard Form 2802 (Application for Refund of Retirement Deductions).
NA	5. Form 2595 (Authorization for Disposition of Paychecks).
	6. Applicable to returnee (resignee from overseas assignment). I have been advised of my right to have a medical examination before my separation from this Agency and of the importance of such a medical check to my health and well-being. <input type="checkbox"/> Appointment arranged with Office of Medical Services. <input type="checkbox"/> Appointment for Office of Medical Services examination declined.
	7. I have been informed of "conflict of interests" policy of the Agency and foresee no problem in this regard concerning my new employment.
	8. Form 71 (Application for Leave).
	9. CSC Pamphlet 51 (Re-employment Rights of Federal Employees Performing Armed Forces Duty).
	10. Instructions for returning to duty from Extended Leave or Active Military Service.

Signature of Employee

Date Signed

Ac

Correspondence

☒ Overt

☐ Covert

S E C R E T

SECRET

(If Not Filled In)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				19 February 1970	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. DEPARTMENT (VOLUNTARY) UNDER THE CIA RETIREMENT & DISABILITY SYSTEM			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
			MONTH DAY YEAR 02 28 70		Regular
6. FUNDS			7. FINANCIAL ANALYSIS NO CHARGEABLE		8. LEGAL AUTHORITY (Completed by Office of Personnel)
X V TO V			0227-0170		P.L. 80-643 Sec. 233
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/CI Staff			Washington, D.C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
Ops Officer CH			0022		D
14. CLASSIFICATION SCHEDULE (GS, FS, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
GS		0156.01		16 7	
17. SALARY OR RATE			18. REMARKS		
\$ 30,054			<p>Last working day will be 27 February 1970.</p> <p><i>Recommended for Agency Reserve Program</i></p> <p>1152 telecomm. w/ [unclear] ROE, 2/25/70</p> <p>cc: Finance and Security</p> <p><i>2/25/70</i></p>		
19. ACTION CODE		20. EMPLOY CODE		21. OFFICE CODING	
45		10		NUMERIC ALPHABETIC	
22. NTE EXPIRES		23. SPECIAL REFERENCE		24. RETIREMENT DATA	
MO. DA. YR.		1-256		CODE	
		2-256		C, J, CO, O, U.	
25. VET PREFERENCE		26. SERV COMP DATE		27. LONG COMP DATE	
CODE 0-NONE		MO. DA. YR.		MO. DA. YR.	
1-5 PT					
2-10 PT					
28. CAREER CATEGORY		29. FEDERAL HEALTH INSURANCE		30. SOCIAL SECURITY NO	
CODE 1-YES		CODE 0-NONE			
2-NO		HEALTH INS CODE			
31. PREVIOUS CIVILIAN GOVERNMENT SERVICE		32. STATE TAX DATA		33. FEDERAL TAX DATA	
CODE 0-NO PREVIOUS SERVICE		CODE 1-YES		CODE 0-NONE	
1-NO BREAK IN SERVICE		2-YES		CODE 1-YES	
2-BREAK IN SERVICE (LESS THAN 3 YEARS)		3-NO		CODE 2-NO	
3-BREAK IN SERVICE (MORE THAN 3 YEARS)					
34. POSITION CONTROL CERTIFICATION		35. OP APPROVAL		36. DATE APPROVED	
2-26-70		Harry B. Fisher		26 Feb 70	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)

SECRET

(When filled in)

REQUEST FOR PERSONNEL ACTION				DATE PREPARED	
				16 February 1970	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)			
3. NATURE OF PERSONNEL ACTION			4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT
DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM			MONTH DAY YEAR 02 22 70		REGULAR
6. FUNDS		7. COST CENTER NO CHARGE		8. LEGAL AUTHORITY (Completed by Office of Personnel)	
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CP <input type="checkbox"/> CP TO V <input type="checkbox"/> CP TO CP		0227 0170		PL 88-643 Sect. 203	
9. ORGANIZATIONAL DESIGNATIONS			10. LOCATION OF OFFICIAL STATION		
DDP/CI STAFF			WASHINGTON, D. C.		
11. POSITION TITLE			12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION
					D
14. CLASSIFICATION SCHEDULE (GS, EB, PK)		15. OCCUPATIONAL SERIES		17. SALARY OR RATE	
		16		3	
18. REMARKS					
18A. SIGNATURE OF REQUESTING OFFICIAL		DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL					
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION /SSE	23. INTEGREE CODE	24. HOSTS CODE
		NUMERIC ALPHABETIC			
25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEE			
MO DA YR	MO DA YR	MO DA YR			
28. NTE EXPIRES	29. SPECIAL PREFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION, CANCELLATION DATA	33. SECURITY REQ NO
MO DA YR		1-CSE 2-PCA 3-NONE	CCCA 2	TYPE MO DA YR	
34. SERV COMP DATE	35. YET PREFERENCE	36. LONG COMP DATE	37. CAREER CATEGORY	38. FEGLI HEALTH INSURANCE	39. SOCIAL SECURITY NO
MO DA YR	CODE 0-NONE 1-5 PT 2-10 PT	MO DA YR	CAR RES PROV TIMP	CODE CODE 0-WAIVER 1-YES	
40. PREVIOUS GOVERNMENT SERVICE DATA		41. LEAVE CAT	42. FEDERAL TAX DATA		43. STATE TAX DATA
CODE 0-NONE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		CODE	FORM EXECUTED CODE NO TAX EXEMPTIONS		FORM EXECUTED CODE NO TAX EXEMPTIONS
			1-YES 2-NO		1-YES 2-NO
44. POSITION CONTROL CERTIFICATION			45. OP APPROVAL		DATE APPROVED
2-20-70 PB			Harry B. Fuh		17 Feb 70

FORM 1152 USE PREVIOUS EDITION

OP-1  
1-68

SECRET

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION

(4)



8 SEP 70

[Redacted]  
Dear [Redacted]

It is the practice of the Organization to follow up with former employees six months after their retirement. We hope by such inquiry to obtain information on what our retirees are doing and where they are located, invite suggestions for improving the retirement program and to learn if the Organization might be of some assistance on any post-retirement matters.

We should like very much to hear from you on the above points and on any other topics you think would be useful to us.

For your convenience in replying, we have enclosed a sheet somewhat akin to a form on which we have listed those standard items of information we'd like to have on every retiree. The remainder of the sheet, including the reverse side, is for your comments and suggestions. We shall be most appreciative of your fullest response to this inquiry.

Thank you very much for your cooperation.

Sincerely yours,

[Redacted]  
Personnel Officer

Enclosures:  
Questionnaire  
Return Envelope

Distribution:  
Original - Addressee  
1 - OPF  
1 - RAD Subject's File

OP/RAD/[Redacted] (1 Sept. 1970)

12 February 1970

MEMORANDUM FOR: Chief, CI Support

SUBJECT: Resume of Employment -

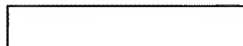
1. Attached is a proposed resume of my employment covering the entire service to the U. S. Government.

2. I would propose to use this should the need arise. However, I would not like to be restricted to the statements therein. In 1968 I applied for admission to the Bar in the District of Columbia and prepared a detailed response to certain questions in the application. The information provided at that time went on record and should the occasion arise, I would like to be in a position to make the same statements. I do not think that such a situation will occur, but if it does, I would propose to support the attached resume with the more detailed information attached hereto and which appeared in that application.

Attachments:  
As stated.

## RESUME

## U. S. GOVERNMENT SERVICE



From January 10, 1938 on entering U. S. government service as a Special Agent of the Federal Bureau of Investigation to February 28, 1970 (with exception of a few months in the fall and winter of 1946-47) was employed by various Departments and Agencies of the U. S. Government, including the Federal Bureau of Investigation, U. S. Department of Justice, U. S. Department of State, and Central Intelligence Agency. In this period of more than 32 years steadily advanced in salary with commensurate responsibilities from \$3200 per annum to more than \$30,000 per annum while holding various titles including Special Agent, Legal Attache, Civil Attache, and Foreign Affairs Officer. More than 12 years of this service was performed while stationed abroad or in travel status in many foreign countries of Latin America, Europe and Africa.

While the entire service involved utilization of legal training and conduct of investigations affecting the national security interests of the United States, that from September

1942 to February 1970 (voluntary retirement) also involved direct supervision of investigative and clerical assistants (on occasions more than 50 employees and expenditure of extensive funds). The service also involved extensive liaison with foreign government and other U. S. government officials. Liaison on occasions, both domestic and foreign, related to matters of the highest sensitivity and importance and accordingly was conducted at highest levels (Cabinet and sub-Cabinet).

14-00000

### SUPPLEMENTARY INFORMATION

February 1947 - March 1947. In February 1947 I entered on duty with what was known as the Central Intelligence Group, 2430 E Street, N.W., Washington, D. C., a government body created by Executive Order which was a predecessor to the Central Intelligence Agency. I was a legal liaison officer with this group.

March 1947 - December 1949. During this period I was detailed to the U. S. Department of State, 20th Street and Virginia Avenue, N.W., Washington, D. C., where I was assigned to the U. S. Embassy, Caracas, Venezuela, as Attache. In that capacity I prepared reports and advised and counselled the U.S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge, background and experience as related to the laws of the United States and the Republic of Venezuela.

January 1950 to December 1951 - Central Intelligence Agency, 2430 E Street, N.W., Washington, D. C. In this period I was assigned to duties involving liaison on legal matters with other departments of the U. S. Government including the Department of Defense, Department of Justice (Immigration and Naturalization Service and Federal Bureau of Investigation) and the Department of State. Criteria for the position included knowledge, application and interpretation of U. S. and foreign laws. The establishment of the position was at the instance of the General Counsel of the Agency and my selection to the position was with his concurrence. The assignment required close working coordination and collaboration with the General Counsel of the Agency and other governmental legal counsel. I discontinued this particular work to enable me to again undertake further assignment with the Department of State as a member of the Foreign Service Staff Corps.

December 1951 - April 1954 - U. S. Department of State, Foreign Service Staff, Washington, D. C. During this period I served as Attache, Political Officer, American Embassy, Guatemala City, Guatemala. In that capacity I gathered information concerning the legal system, laws, and enforcement thereof and counselled and advised the U. S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge and experience as related to the laws of the United States and the Republic of Guatemala. I resigned from this position in Guatemala to return to the U. S. for personal and family reasons.

April 1954 - to Present - Central Intelligence Agency,  
2430 E Street, N.W., Washington, D. C. I have been employed  
with this Agency since April 1954 as a Foreign Affairs Officer.  
In that capacity I have had regular, almost daily contact and  
liaison with the Department of Justice and Department of State  
representatives on matters of a legal and political nature.  
My duties involve the application of knowledge and experience  
in the legal field, both foreign and domestic.

SECRET

27 FEB 1970

MEMORANDUM FOR :   
THROUGH : Head of D Career Service  
SUBJECT : Notification of Approval of Request for  
Voluntary Retirement

1. I am pleased to inform you that your request for voluntary retirement under the CIA Retirement and Disability System has been approved by the Director of Central Intelligence.

2. Your retirement will become effective 28 February 1970. Your annuity will commence as of 1 March 1970 and is payable 1 April 1970. You may be assured that every effort will be made to expedite delivery of your first check following completion of the administrative processing required to effect your retirement.

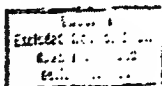
3. You will receive a lump-sum payment for your accrued annual leave up to 30 days or for whatever amount of leave credit you carried over from the last calendar year if that amount is more than 30 days.

Robert S. Wattles  
Director of Personnel

Distribution:

- 0 - Addressee
- 1 - D/Pers
- 1 - OP Files
- 1 - ROB Soft File
- 1 - ROB Reader

OP/RAD/ROB//3257 (26 February 1970)



SECRET

EVO, 28 FEB 70

## NOTIFICATION OF PERSONNEL ACTION

DEF

1. SERIAL NUMBER		2. NAME (LAST, FIRST, MIDDLE)	
3. NATURE OF PERSONNEL ACTION			
RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT & DISABILITY SYSTEM			
4. EFFECTIVE DATE		5. CATEGORY OF EMPLOYMENT	
NO DA 18 02 125 70		REGULAR	
6. FUNDS		7. FINANCIAL ANNUITY NO. CHARGEABLE	
<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> CF TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO CF		8. CSC OR OTHER LEGAL AUTHORITY	
		P.L. 88-643 SECT 233	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER CM		14122	
13. SERVICE DESIGNATION		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
16 7		30054	
18. REMARKS			
SIGNATURE OR OTHER AUTHENTICATION			

FORM  
5-66

1150

Use Previous  
Edition

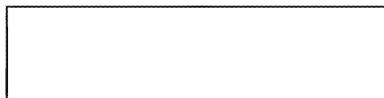
(4-51)

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70-1274

8 11 70 1553

Dear 

As you reach the end of your active career of Government service, I want to join your friends and colleagues in wishing you continued success and satisfaction in your retirement.

You have been privileged to face the challenge of important responsibilities during your more than thirty-one years of service to your country. The success with which you have met this challenge should be a source of lasting pride and satisfaction to you.

May I extend to you, personally and officially, my sincere appreciation for the important work you have done and my warmest hopes that you will find full enjoyment in the years ahead.

Sincerely,

/s/ Richard Helms

Richard Helms  
Director

*Good luck and best wishes!*

**Distribution:**

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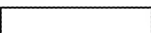
Originator:

/s/ Robert D. Lattin

Director of Personnel

Concur:

SIGNED  
C/EAB/OS

OP/RAD/ROB//3257 (6 March 1970)

SECRET

Executive Registry

7C 9H

MEMORANDUM FOR : Director of Central Intelligence

SUBJECT : Request for Voluntary Retirement  
[redacted]

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 4.

2. [redacted] GS-16, Operations Officer, Counter Intelligence Staff, Clandestine Service, has applied for voluntary retirement under the provisions of Headquarters Regulation 20-50], to be effective 28 February 1970.

3. [redacted] has been designated a participant in the CIA Retirement and Disability System and meets the technical requirements for voluntary retirement under the System. He is 56 years old with over 31 years of Federal service. This service includes over 22 years with the Agency of which 5 years were in qualifying service. The Head of the Clandestine Service Career Service has recommended that his application for voluntary retirement be approved. I endorse this recommendation.

4. It is recommended that you approve the voluntary retirement of [redacted] under the provisions of Headquarters Regulation 20-50].

Robert S. Wattles

Director of Personnel

The recommendation contained in paragraph 4 is approved:

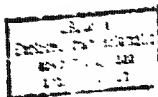
/s/ Richard Helms

Director of Central Intelligence

27 FEB 1970

Date

SECRET



1 October 1968

Mr. C. R. Locke  
Director  
National Conference of Bar Examiners  
155 East 60th Street  
Chicago, Illinois 60617

Dear Mr. Locke:

With reference to your letter of 26 September 1968 concerning [redacted] I have known [redacted] since the late 1940s. In 1947 we were establishing formal liaison with the Bureau of Immigration and Naturalization and, because of thorough knowledge of the complex immigration laws was essential, I proposed that this position must go to a lawyer. [redacted] was selected and performed very well in that job, which required constant liaison with this office on the legal aspects.

In [redacted] assignments since that time, I have had occasion to work with him from time to time on a variety of problems. I have found he has had a good grasp of the legal aspects of these matters. From this long association my conclusion is that [redacted] moral character is good, he has sound background in the field of law, and is generally fit for the practice of law.

Sincerely,

n/

Lawrence R. Houston  
General Counsel

OGC:LRH:geb  
OGC:chron  
OGC subject: B. R. ADMISSIONS

# National Conference of Bar Examiners

AMERICAN BAR CENTER  
1155 EAST 60TH STREET  
CHICAGO, ILLINOIS 60637  
C. RICHARD LOCKE, DIRECTOR

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WILLIAM J. SLOTT ST. PAUL, MINN.  
ROY WILKINSON, JR. BELLEFONTE, PA.

September 25, 1968

Director of Personnel  
Central Intelligence Agency  
2430 E Street N. W.  
Washington, D. C.

Dear Sir:

Our Conference has, as one of its purposes, the work of investigating the moral character and fitness for the practice of law of those attorneys of one state who seek admission to the bar of another. In this connection, we have been asked to report on [redacted] 55, a member of the bar of Georgia who is applying for admission to the bar of the United States District Court for the District of Columbia.

[redacted] states he has had the following employment with the Central Intelligence Agency:

February 1947 to March 1947	Central Intelligence Group	Legal Liaison Officer
January 1950 to December 1951	Legal employment with the CIA	
April 1954 to date	Foreign Affairs Officer	

We wish to verify this information with you and to obtain as well any information concerning his qualifications you may wish to present to the admitting authority.

Can you also verify for us the following government employment as given by [redacted]

March 1947 to December 1949	Department of State	U. S. Embassy Caracas, Venezuela
December 1951 to April 1954	Department of State	U. S. Embassy Guatemala City, Guatemala

Thank you for your assistance.

Sincerely,  
*C. R. Locke*  
C. R. Locke, Director

CRL:eo

All information solicited and received for character reports is confidential and restricted to official use by the proper admitting authority.

## National Conference of Bar Examiners

AMERICAN BAR CENTER  
1155 EAST 60TH STREET  
CHICAGO 37, ILLINOIS  
C. RICHARD LOCKE, DIRECTOR

October 16, 1968

Director of Personnel  
Central Intelligence Agency  
2430 E Street, N.W.  
Washington, D.C.

Dear Sir:

As our report must be filed with the admitting authority very soon, we would greatly appreciate a reply to our inquiry

Dated: September 25, 1968

Concerning:

Applicant for admission

to the bar of U. S. Dist. Court for D.C.

For your convenience we enclose a copy of our previous letter.

Very truly yours,

*C. Richard Locke*

C. Richard Locke, Director

*Already answered  
JRP*

# National Conference of Bar Examiners

AMERICAN BAR CENTER  
1155 EAST 60TH STREET  
CHICAGO ILLINOIS 60637  
C. RICHARD LOCKE, DIRECTOR

September 25, 1968

Director of Personnel  
(Central Intelligence Agency)  
2415 F Street N. W.  
Washington, D. C.

Dear Sir:

Our Conference has, as one of its purposes, the work of investigating the moral character and fitness for the practice of law of those attorneys of one state who seek admission to the bar of another. In this connection, we have been asked to report on [redacted] SS, a member of the bar of Georgia who is applying for admission to the bar of the United States District Court for the District of Columbia.

[redacted] states he has had the following employment with the Central Intelligence Agency:

February 1947 to March 1947	Central Intelligence Group	Legal Liaison Officer
January 1950 to December 1951	Legal employment with the CIA	
April 1954 to date	Foreign Affairs Officer	

We wish to verify this information with you and to obtain as well any information concerning his qualifications you may wish to present to the admitting authority.

Can you also verify for us the following government employment as given by Mr. O'Neal:

March 1947 to December 1949	Department of State	U. S. Embassy Caracas, Venezuela
December 1951 to April 1954	Department of State	U. S. Embassy Guatemala City, Guatemala

Thank you for your assistance.

Sincerely,

C. R. Locke, Director

CR:en

MEMBER  
PAUL E. RAYMOND  
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MEMBERS OF THE CONFERENCE  
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DENVER COLO  
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HONOLULU, HAWAII  
PHOENIX ARIZ  
ST. PAUL MINN  
BELLEVILLE PA

DUPLICATE

29 OCT 1968

Mr. C. Richard Locke, Director  
National Conference of Bar Examiners  
American Bar Center  
1155 East 60th Street  
Chicago, Illinois 60637

Dear Mr. Locke:

This is in reference to your letter requesting information concerning [ ] employment and qualifications.

[ ] has been employed by this Agency since 11 February 1947. On two occasions, March 1947 to December 1949 and December 1951 to April 1954, he was detailed to the Department of State.

During the more than 20 years this employee has been with the Central Intelligence Agency, his performance has been consistently high. [ ] is one of our senior officials and is highly regarded.

If I can be of further service to you, please do not hesitate to get in touch with me.

Sincerely,

/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

Distribution:

- 0 - Addressee
- X - Subject File
- 1 - D/Pers Chrono
- 1 - EEAB

OP/EEAB/Post:dag

OD/Pers/[ ] (28 Oct 68) - Rewritten

SECRET

11 September 1968

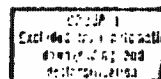
MEMORANDUM FOR: Mr. Lawrence R. Houston  
General Counsel

SUBJECT: Application for Admission to the Bar of  
the District of Columbia - [redacted]

1. You recall I spoke to you about my application for admission to the Bar in the District of Columbia. The application has been filed. You have been listed as one of three persons connected with the U. S. Government in the Washington, D. C., area with whom I am personally acquainted and who are familiar with my work in the Department of Justice and other Branches of the U. S. Government. The others are Mr. S. J. Papich of the F.B.I. and Mr. Thomas C. Mann, former Foreign Service Officer with whom I worked, Ambassador, and later President of the Automobile Manufacturer's Association.

2. My application is being considered primarily on the basis of education qualifications as provided in the rules prior to admission to the Bar and reciprocity between the states of Georgia and the District of Columbia on matters of admission. They may not contact you but for your information in case they do, attached are copies of Attachments B, D, E and F of the application for admission which I filed in the District recently. You will note that in the last paragraph of Attachment B that services performed since April 1954 is carried in the capacity of a Foreign Affairs Officer. [redacted] and primarily at their instance and I did not think it would jeopardize my case if, in fact, I could otherwise qualify under the experience provisions of the District rules. In any event, the information herein may be helpful to you in the event you are called upon to respond to an inquiry.

3. I am sending copies of this and the attachments to the Office of Security and Office of Personnel and I should hope that any response from these various elements of the

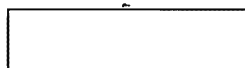




SECRET

-2-

Agency at least would be coordinated with the other respective offices to avoid any confusion and difficulties for me in the course of the investigation which will be made to determine my qualifications for admission to the Bar in the District of Columbia.



Distribution:

Original 3 1 - Addressee  
1 - Director of Security  
① - Director of Personnel ✓

Attachments:

As stated.

SECRET

ATTACHMENT B

The following information is provided in response to Item 5, Page 3 of Applicant's Questionnaire and Affidavit:

July 1937 - January 1938, Decatur County Courthouse, Bainbridge, Georgia - associated with father, [REDACTED] I engaged in the general practice of law and served as assistant to my father in the preparation of civil cases. He was the Solicitor (Prosecuting Attorney) for the City Court of Bainbridge which had general jurisdiction throughout Decatur County. I represented defendants in criminal cases in the City Court of Bainbridge during a period in which my father was ill. My oldest brother, Maston Everett O'Neal, Jr., presently Congressman from the Second District of Georgia, was Solicitor Pro-Tem of that Court. I represented defendants in criminal cases in the Superior Court of Decatur County (Albany Judicial Circuit) which was and is a Court of unlimited, general, jurisdiction. Practice was both civil and criminal and included contracts, torts, real and personal property law, title searches, etc. I left this practice for the purpose of entering on duty with the U. S. Department of Justice on January 10, 1938 when I became a Special Agent of the Federal Bureau of Investigation. Requirements for admission to that service included having a law degree and admission to the bar.

January 1938 - 30 May 1942 - U. S. Department of Justice, 10th Street and Pennsylvania Avenue, N.W., Washington, D. C. During this period I was engaged in gathering evidence, preparing investigative reports and prosecutive summaries, assisting U. S. Attorneys in preparation of cases for trial, and otherwise serving the U. S. Department of Justice in its many and varied peacetime and wartime responsibilities. This involved daily application of legal knowledge and experience for which I had been educated and trained and as required for the government position which I held. I served in field offices at Omaha, Nebraska, Memphis, Tennessee, Charlotte, North Carolina, New York, N. Y., Albany, New York, as Assistant Special Agent in Charge, and in the Department in Washington, D. C. as Administrative Assistant to J. Edgar Hoover. In addition I was designated and served as Legal Attache, American Embassy, Bogota, Colombia, from September 1942 to June 1943. In that capacity I was the highest ranking

APPENDIX B (Continued)

ranking representative of the U. S. Department of Justice at that point. My duties consisted of gathering information of interest in and required in the enforcement of laws of the United States and the Republic of Colombia. Handling matters requiring liaison between the Government of the Republic of Colombia and the United States Department of Justice and counselling the United States Ambassador and the Secretary of State for American Republic Affairs concerning legal matters of concern to Colombia and the United States. From June 1943 to December 1944 I served in Mexico in the same capacity and with the same duties under the U. S. Ambassador, American Embassy, Mexico, D. C. In that post I was also the highest ranking U. S. Department of Justice representative.

June 1946 - February 1947. In this period I briefly engaged in general practice at law. Primarily I was engaged in writing contracts, bills of sale, deeds, wills and the like. This work was in association with and as a matter of assistance to my father, Weston Emmett O'Neal, Sr. whose offices were in the Peculiar County Court House, Bainbridge, Georgia. I left this work to reenter U. S. government service at Washington, D. C. where my legal education and experience in liaison with foreign governments and between various departments and independent agencies would be employed to the benefit of our government.

February 1947 - March 1947. In February 1947 I entered on duty with what was known as the Central Intelligence Group, 450 E Street, N.W., Washington, D. C., a government body created by Executive Order which was a predecessor to the Central Intelligence Agency. I was a legal liaison officer with this group.

March 1947 - December 1949. During this period I was detailed to the U. S. Department of State, 20th Street and Virginia Avenue, N.W., Washington, D. C., where I was assigned to the U. S. Embassy, Caracas, Venezuela, as Attache. In that capacity I prepared reports and advised and counselled the U.S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge, background and experience related to the laws of the United States and the Republic of Venezuela.

ATTACHMENT B (Continued)

January 1950 to December 1951 - Central Intelligence Agency, 2450 E. Street, N.W., Washington, D. C. In this period I was assigned to duties involving liaison on legal matters with other departments of the U. S. Government including the Department of Defense, Department of Justice (Immigration and Naturalization Service and Federal Bureau of Investigation) and the Department of State. Criteria for the position included knowledge, application and interpretation of U. S. and foreign laws. The duties of the position was at the instance of the General Counsel of the Agency and my selection to the position was with the concurrence. The assignment required close working coordination and collaboration with the General Counsel of the Agency and other governmental legal counsel. I discontinued this particular work to enable me to again undertake further assignment with the Department of State as a member of the Foreign Service Staff Corps.

December 1951 - April 1954 - U. S. Department of State, Foreign Service Staff, Washington, D. C. During this period I served as Attaché, Political Officer, American Embassy, Guatemala City, Guatemala. In that capacity I gathered information concerning the legal system, laws, and enforcement thereof and counseled and advised the U. S. Ambassador on matters of a legal and political nature. In this work I employed legal knowledge and experience as related to the laws of the United States and the Republic of Guatemala. I resigned from this position in Guatemala to return to the U. S. for personal and family reasons.

April 1954 - to Present - Central Intelligence Agency, 2450 E. Street, N.W., Washington, D. C. I have been employed with this Agency since April 1954 as a Foreign Affairs Officer. In that capacity I have had regular, almost daily contact and liaison with the Department of Justice and the Department of State representatives on matters of a legal and political nature. My duties involve the application of knowledge and experience in the legal field, both foreign and domestic.

ATTACHMENT D

The following information is provided in response to Item 7, Page 1 of Applicant's Questionnaire and Affidavit:

I am and have been since early 1967 self employed on a part time basis as an Investment Counselor with an office at my residence, 3201 Ridgely Road, Washington, D. C. 20016 (Montgomery County, Maryland). I am one of two trustees of a charitable trust with offices in my residence but its service to date to the trust is without compensation.

$$= 2 \cdot 10^6 = 2 \text{ million}$$

10.  $\frac{1}{2} \sqrt{2} \approx 0.7071$

[illegible]

The receipt is now certified by the Board of Law Examiners of Georgia, and is to be filed in the office of the Clerk of the Superior Court, DeKalb County, Georgia, for the purpose of the above named case. The receipt is now filed in the office of the Clerk of the Superior Court, DeKalb County, Georgia, for the purpose of the above named case. The receipt is now filed in the office of the Clerk of the Superior Court, DeKalb County, Georgia, for the purpose of the above named case.

# CONFIDENTIAL

The following information is provided in accordance with the provisions of the Freedom of Information Act, 5 U.S.C. 552.

As a member of the State Bar of Georgia, and having been the only attorney in the Superior Court, Decatur County, Georgia, whose name is on the list of attorneys entitled to practice law in all Superior and District of Georgia in the State of Georgia, I am entitled to the practice of law before the Court of Appeals and the Supreme Court of Georgia on motions, case briefs, and briefs for review and appeal before the Court of Appeals. In addition, I am entitled to practice law before the State Bar of Georgia and the State Bar of Georgia and participate in the State Bar of Georgia. In 1977, in the State Bar of Georgia, Decatur County, Georgia, Judicial Circuit, Marietta, Georgia.

SECRET

27 NOV 1966

MEMORANDUM FOR :

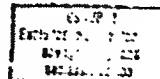
**SUBJECT** : Notification of Non-eligibility for Designation as a Participant in the CIA Retirement and Disability System

1. I have your memorandum of 27 October 1966 which refers to my memorandum advising you that in the initial screening of personnel eligible to become participants in the CIA Retirement System you have been determined to be ineligible because of an apparent deficiency in "qualifying duty". It is important that you realize that such a deficiency is only significant in the initial review of Agency personnel who have 15 or more years of Agency service since the law permits such persons to acquire at their option a vested interest in the CIA Retirement System. At the same time, the law requires a minimum of 60 months qualifying duty before one can possibly qualify for retirement benefits under the CIA Retirement System. It serves no purpose, therefore, to place a person permanently in the System if there is a possibility that he may never qualify for benefits therein.

2. In paragraph 2 of your memorandum you indicate concern that failure to contest the initial findings in your case may prejudice the possibility of a favorable decision with regard to your eligibility to participate in the CIA Retirement System at some future date. It is assumed that you were referring to the possibility that you may have some additional service that could perhaps be considered as qualifying duty under the System. As noted in paragraph 2 of my memorandum of 28 September 1966, our initial determination of ineligibility does not preclude reconsideration of your eligibility at some future date.

3. As you know, Regulation 20-50 provides for an appeal to the Director of any adverse determination under that regulation. However, the regulation also provides an opportunity for an employee to present his case to the CIA Retirement Board prior to the making of an adverse determination. Because of the large number of employees covered in the initial screening of on-duty employees to identify those eligible for participation in the System, this procedure was not applied when, as in your case, the employee's Career Service reported that he did not meet the requirements of Regulation 20-50 for nomination as a participant. Accordingly, the procedure of notifying employees of their non-eligibility for participation in the System based upon the initial finding of an employee's Career Service has been followed in all such cases. This is contrary to the implication in paragraph 2 of your memorandum that other employees in circumstances similar to yours were not so informed and I would be pleased to look more deeply into that aspect of your memorandum, if you wish.

SECRET





SECRET

4. In the event that you have performed service which you believe to be qualifying duty under the CIA Retirement System, you are most certainly entitled to present the details of such service to the Clandestine Services Career Service Board for review and formal submission to the CIA Retirement Board. A copy of this memorandum will be forwarded to the Executive Secretary of that Board.

*/s/ Emmett D. Echels*  
**Emmett D. Echels**  
**Director of Personnel**

**Distribution:**

- 0 & 1 - Addressee
- 1 - OPF
- 1 - D/Pers
- 1 - Exec. Sec. CIA Retirement Board
- 1 - C/BSD

OP/BSD/[ ] (21 November 1966)

SECRET

SECRET

27 October 1966

MEMORANDUM FOR: Mr. Emmett D. Echols  
Director of Personnel

SUBJECT: Notification of Non-eligibility for  
Designation as a Participant in the  
CIA Retirement and Disability System

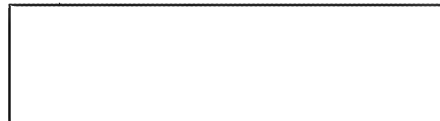
1. Reference is made to your memorandum directed to me, dated 28 September 1966, entitled as above, in which it is stated that I may request that my case be formally considered by the CIA Retirement Board and that such request must be made within 30 days of the date of the notification. Other pressing responsibilities have not permitted me to prepare for formal consideration a challenge to the decision of non-eligibility. My request, through the support officer of the Staff to which I am assigned, for a reading on retirement benefits which I might receive should I retire on 31 December 1966 or five years from that date, would not constitute a formal request of a decision as to my eligibility for retirement under the CIA Retirement System. The figures provided me in that connection were simply to serve as a guideline for my own considerations as to possible future retirement.

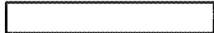

2. This memorandum is directed to you and to those to whom copies are designated to preclude the expiration of this day, 27 October 1966, without protesting the notification that I must provide certain notification within 30 days of 28 September 1966. I am informed that other officers of CIA who have not qualified for retirement have not in fact been given such notifications and my inquiry concerning possible benefits should not require therefore a formal decision that I am not eligible on any specific basis.

SECRET

3. I have questions with regard to certain aspects of the law and in respect to my eligibility, and this notification to you at this time is designed to preclude a loss of any right I might have under the law to challenge the decision of non-eligibility as given by you on 28 September 1966.

4. I would appreciate a formal reply acknowledging this communication with a statement as to whether in fact the legal question of eligibility is now before the CIA Retirement Board or any other authority of the Agency, or is not. This request is intended not only for the Director of Personnel to whom it is primarily addressed and from whom such notification of non-eligibility was received, but also is intended for others receiving copies of this memorandum.



cc: CIA Retirement Board (Attn.   
CIA Retirement Staff  
Mr.  DDP/Q2  
C/CI Staff  
C/CI/Personnel-Support

SECRET

SECRET  
(when filled in)

28 September 1966

MEMORANDUM FOR:

THROUGH : Head of CS Career Service


SUBJECT : Notification of Eligibility for Designation as a  
Participant in the CIA Retirement and Disability System

1. As you may know, we are in the process of reviewing the employment history and current career field of all employees in the Agency to identify those who are eligible for designation as a participant in the new CIA Retirement and Disability System. In this process, the initial review of each case is made by the individual's Career Service. If the Head of his Career Service nominates him for participation in the System, this nomination is reviewed by the CIA Retirement Board which recommends final action to me. However, if the Head of the Career Service advises that the employee does not meet the basic requirements of HR 20-50 for participation, I have accepted this finding without further review by the CIA Retirement Board. This practice has been adopted in the interest of expediting this screening process so that those employees who are eligible to participate in the System may be designated participants as soon as possible.

2. In your case, the Head of your Career Service has advised me that you do not meet the requirements of HR 20-50 for designation as a participant and I have accordingly made the formal determination required by the regulation that you are not eligible for designation. From a review of your record it appears that the decision of your Career Service was based upon the fact that you have 15 years or more of Agency service, but have not as yet performed 60 months of qualifying service as required by regulation. My determination that you are not eligible at this time for designation in no way affects your current status under the Civil Service Retirement System, nor does it preclude reconsideration of your eligibility to participate in the CIA System if you should meet the requirements for designation in the future.

3. Should you desire further information concerning the requirements for designation as a participant in the CIA Retirement System, I suggest that you read paragraph e of HR 20-50 and paragraph 5 of the Employee Bulletin dated 30 July 1965, entitled "Public Law 88-643, The Central Intelligence Agency Retirement Act of 1964 for Certain Employees."

4. It is always possible that the records upon which the determination made in your case may have been incomplete or inaccurate regarding your actual employment history with the Agency. If, after studying the materials cited above, you have questions regarding the determination that you are not eligible to participate in the CIA Retirement System, please feel free to contact officials of your Career Service. They are familiar with the details of your case and will gladly discuss them with you. In addition, you may wish to discuss your case with the CIA Retirement Staff located in Room 205, Magazine Building (extension 2847). If such discussions do not resolve any questions you have regarding your eligibility, you may request that your case be formally considered by the CIA Retirement Board. However, this request must be made within 30 days of the date of this memorandum.

  
Emmet D. Echols  
Director of Personnel

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

SECRET

**SECRET**  
(When Filled In)

REQUEST FOR PERSONNEL ACTION										DATE PREPARED	
1. SERIAL NUMBER		2. NAME (Last-First-Middle)						26 November 1966			
3. NATURE OF PERSONNEL ACTION				4. EFFECTIVE DATE REQUESTED		5. CATEGORY OF EMPLOYMENT					
PROMOTION				MONTH DAY YEAR 1 2 1966		REGULAR					
6. FUNDS		X V TO V		V TO CF		7. COST CENTER NO. CHARGE ARE		8. LEGAL AUTHORITY (Completed by Office of Personnel)			
		CF TO V		CF TO CF		6227-0000					
9. ORGANIZATIONAL DESIGNATIONS				10. LOCATION OF OFFICIAL STATION							
DDP CI STAFF				WASH., D.C.							
11. POSITION TITLE				12. POSITION NUMBER		13. CAREER SERVICE DESIGNATION					
OPS OF-CH				0022		D					
14. CLASSIFICATION SCHEDULE (G.S. 18, etc.)		15. OCCUPATIONAL SERIES		16. GRADE AND STEP		17. SALARY OR RATE					
GS		0136.01		16 X 5		27,381					
18. REMARKS											
CC: Payroll											
18A. SIGNATURE OF REQUESTING OFFICIAL				DATE SIGNED		18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER				DATE SIGNED	
										9 1966	
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGRITY CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEL		
		NUMERIC	ALPHABETIC				MO. DA. YR.	MO. DA. YR.	MO. DA. YR.		
28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY REQ NO		34. SEX			
MO. DA. YR.		1-CSL 2-FICA 3-NONE			TYPE MO. DA. YR.	EOD DATA					
35. VET PREFERENCE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY	39. FICLI/HEALTH INSURANCE		40. SOCIAL SECURITY NO					
CODE	0-NONE 1-5 PT 2-10 PT	MO. DA. YR.	MO. DA. YR.	CAR. RES. PROT. TEMP	CODE	CODE	0-WAIVER 1-YES	HEALTH INS. CODE			
41. PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT CODE		43. FEDERAL TAX DATA		44. STATE TAX DATA					
CODE		0-NONE 1-NO BREAK IN SERVICE 2-BREAK IN SERVICE (LESS THAN 3 YEARS) 3-BREAK IN SERVICE (MORE THAN 3 YEARS)		FORM EXECUTED 1-YES 2-NO		NO TAX EXEMPTIONS		FORM EXECUTED 1-YES 2-NO		STATE TAX CODE	
45. POSITION CONTROL CERTIFICATION				46. OP APPROVAL				DATE APPROVED			
				<i>[Signature]</i>				29 DEC 1966			

FORM 6-63 1152 USE PREVIOUS EDITION

**SECRET**

GROUP 1  
EXCLUDED FROM AUTOMATIC DOWNGRADING  
AND DECLASSIFICATION



IN REPLY, PLEASE REFER TO  
FILE NO. \_\_\_\_\_

United States Department of Justice  
Federal Bureau of Investigation  
Washington 25, D. C.  
May 16, 1957

Office of Personnel  
2430 E Street, Northwest  
Washington, D. C.

Attention: Personnel Officer

Gentlemen:

In accordance with your request received in this Bureau on May 10, 1957, there is transmitted herewith the Official Personnel Folder of

Very truly yours,

*J. E. Hoover*  
John Edgar Hoover  
Director

Enclosure

STANDARD FORM 52  
FORM 52  
U. S. CIVIL SERVICE COMMISSION  
PERSONNEL ACTION  
BASIC CHAPTER 1

# REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			31 Oct. 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED:	
PROMOTION		ASAP	
B. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: 6 NOV 1955	

FROM— IO-CI-CH	EU 22	8. POSITION TITLE AND NUMBER	TO— IO-CI-CH	BU-22
GS-0136.53-14	\$10,965. pa	9. SERVICE, GRADE, AND SALARY	GS-0136.53-15	\$11,610. p.a.
DDP/CI Staff Office of the Chief Special Investigation Unit Washington, D.C.		10. ORGANIZATIONAL DESIGNATIONS	DDP/CI Staff Office of the Chief Special Investigation Unit Washington, D.C.	
11. HEADQUARTERS		12. FIELD OR DEPARTMENTAL		
<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		

A. REMARKS (Use reverse if necessary)

Approved by *Claudevine Service Career Service Board on 26 Oct. 1955*

B. REQUESTED BY (Name and title)

C. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

Signature

Title

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 PART
X				
DISAB. OTHER				

14. PASTOR CLASSIFICATION ACTION

SEN	VYA	S.A.	REAL

SD:DI

15. SEX

16. RACE
M

17. APPROPRIATION

FROM: 6-2705-27

TO: Same

18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)

YES

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE

<input type="checkbox"/> CLAIMED	<input type="checkbox"/> PROVED
STATE: Ga.	

21. STANDARD FORM 50 REMARKS

22. CLEARANCES

INITIAL OR SIGNATURE	DATE	REMARKS
A.		
B. CEIL OR POS. CONTROL		
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.		
E.		

F. APPROVED BY

3 Nov '55

16-07390-2

STANDARD FORM 52  
PROPOSED BY THE  
U. S. CIVIL SERVICE COMMISSION  
JANUARY 1954 - PERSONNEL PERSONNEL  
MANUAL LIMITED BY

# REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Mrs., Miss, etc. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			30 Mar 55
5. NATURE OF ACTION REQUESTED. A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>Reassignment</b>		6. EFFECTIVE DATE A. PROPOSED: <b>10 Apr 55</b>	7. C. S. C. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED:	1955

FROM - Area Ops Of (Sta CH), BAF-102-14	9. POSITION TITLE AND NUMBER	TO - IO-CI-CH BU 22-14
GS-0136.01-14 \$10,000.00 p.a.	10. SERVICE, GRADE, AND SALARY	GS-0136.53-14 \$10,000.00
DDP/WH	11. ORGANIZATIONAL DESIGNATIONS	DDP/CI Staff Office of the Chief Special Investigation Unit Washington, D.C.
	12. HEADQUARTERS	
<input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL	13. FIELD OR DEPARTMENTAL	<input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Please transfer all leave and pay records from unvouchered to vouchered.  
Verbal concurrence for WH by                      1 April 55  
4/2/55

15. VETERAN PREFERENCE				16. POSITION CERTIFICATION ACTION					
NONE	WWII	OTHER	S. PT.	TO POINT	NEW	VICE	I. A.	REAL	
<input checked="" type="checkbox"/>				DICAB OTHER					
17. SEX M	17. RACE W	17. APPROPRIATION FROM: 5-3560-55-058 TO: 5-2705-27			18. SUBJECT TO C. S. RELINQUISH ACT (YES-NO)		19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Ga.

21. STANDARD FORM 50 REMARKS

come by 4/14/55  
E date 0.14  
4/12/55  
ram

22. CLEARANCE	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLIL. OR POS CONTROL	BH	4/16/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	L	4-8-55	

APPROVED BY  
FI CIVIL SERVICE BOARD  
DATE APR 5 1955



SECRET



APPLICATION FOR MEMBERSHIP  
in the CAREER STAFF of the  
CENTRAL INTELLIGENCE AGENCY

To the Director of Central Intelligence

Sir:

I submit herewith my application for membership in the Career Staff of the Central Intelligence Agency as defined below:

"The Career Staff of the Central Intelligence Agency is a group of carefully selected and trained individuals who accept an obligation to devote themselves to the needs of the Agency, and who intend to make a career with the Agency."

In accordance with this definition, I desire to devote myself to the faithful performance of duty in the Central Intelligence Agency, and I accept the obligations and conditions of that service which are determined to be essential to the furtherance of its mission.

I am aware of the many restrictions necessarily placed upon me by virtue of the security requirements inherent in my employment by the Central Intelligence Agency. I am also aware that as a member of the Career Staff, it will be my obligation to serve anywhere and at any time and for any kind of duty as determined by the needs of the Agency, and I have been assured that in order to carry out this policy, full consideration will be given to my particular capabilities, interests, and personal circumstances. By virtue of this application for membership and upon my acceptance in the Career Staff, I am assured that, with continuing satisfactory work performance and conduct on my part, just and equitable attention will be accorded my personal progress during my tenure in the Career Staff. I am also assured that, on my satisfactory completion of any assignments, I will be offered reassignments which are compatible insofar as possible with my abilities and career interests, and that I shall be entitled to the benefits now available or to be made available in the future to members of the Career Staff of the Central Intelligence Agency.

MEMBERSHIP IN THE CAREER STAFF OF  
THE CENTRAL INTELLIGENCE AGENCY  
APPROVED, TO TAKE EFFECT 1 JUL 1954  
FOR THE DIRECTOR OF CENTRAL INTELLIGENCE,  
EXECUTIVE DIRECTOR  
THE CIA SELECTION BOARD

[Redacted Signature Box]

(Signature)

18 October 1954  
(Date)

[Redacted Signature Box]

SECRET

1. u. 411  
25 June 52

MEMORANDUM FOR: Special Assistant, Intelligence  
Department of State

SUBJECT : [REDACTED]  
Transmission of Affidavit for Leave Purposes  
Form

REFERENCE : Memorandum for Mr. W. Park Armstrong, Jr.  
from this office, [REDACTED]  
[REDACTED]

Attached hereto is original of affidavit for leave purposes  
form, marked #1, which was completed by subject at his post,

[REDACTED]

LYMAN B. KIRKPATRICK  
Assistant Director

Attachments: a. Affidavit for Leave Purposes form #1  
b. Affidavit for Leave Purposes form #2

**SECRET**  
Security Information

7 May 1952

MEMORANDUM FOR: Liaison Control  
Attention:

SUBJECT: Transmission of Affidavit forms -



J. Caldwell King  
Chief, WH

Attachment: Memorandum for Department of State  
Orig & 5 copies

**SECRET**  
Security Information



DEPARTMENT OF STATE  
WASHINGTON

*File*

December 4, 1951

Central Intelligence Agency,  
Washington, D.C.

Gentlemen:

In accordance with the provisions of Chapter RI-35 of the  
Federal Personnel Manual, it is requested that the official per-  
sonnel file and leave record of [redacted]

Legal Liaison Officer who e.o.d. December 3, 1951

with this agency, date of birth [redacted],

employed by your agency from December, 1949 to 1951

at Washington, be forwarded to the following  
D.C.

address at the earliest practicable date:

Department of State,  
Division of Foreign Service Personnel Records,  
Room 600-A, SA-12,  
Washington 25, D. C.

Very truly yours,

*Howard Mace*

Chief, Field Operations Branch  
Division of Foreign Service Personnel

PIR:FP: nn

Form FS-349

Nov. 27, 1951

2A

PL 724 79th

FSS

Indefinite Appointment EO 10180

12/3/51

12/3/51

FSS-3

\$84.81

2A 5011

GT-20

Indef

x

x

x

Male

Married - 2

Georgia

Items: a, b, c, d, 1(61a)

Standard Forms 85 and 87 executed 12/3/51

Dependents:

Authorize travel for appointee from Washington, D. C.

Family direct from Washington, D. C.

Shipment of effects from Washington, D. C. and Bainbridge, Georgia to

No reserve status.

SECRET

1 October 1951

**MEMORANDUM FOR: THE SECRETARY OF STATE**

**ATTENTION** : Mr. W. Park Armstrong, Jr.

**SUBJECT** : O'NEAL, Birch Dilworth. Request for  
Appointment in the Foreign Service

**ENCLOSURE** : a. Application Forms DSP-34  
b. Medical Forms 88 and 89  
c. Occupational History Supplement

1. It is requested that Mr. Birch Dilworth O'Neal be appointed in the Foreign Service with the title of First Secretary, FSR-3, \$8,330.00, for duty in the American Embassy at Guatemala City, Guatemala. Mr. O'Neal will receive from CIA a basic salary of \$8,800.00 per annum.

2. Mr. O'Neal, who is 38 years of age, received his A.B. and LL.B. Degrees from the University of Georgia. He has had approximately thirteen years experience as an attorney, investigator, and intelligence officer in Government service. From September 1942 to August 1943 he was Legal Attache in Bogota, where he was responsible for all FBI activities in Colombia. From August 1943 to December 1944 he was Civil Attache in Mexico City, Mexico, where he was responsible for all FBI activities in Mexico, having under his supervision more than fifty special agents of the FBI. From March 1947 to December 1949 he served as Attache in Caracas, Venezuela, where he was CSO station chief, having as his responsibility all CIA activities in Venezuela. Since December 1949 Mr. O'Neal has served in a very responsible position at CIA headquarters in Washington, in which position he has represented the Director of Central Intelligence in liaison with all other Government agencies in connection with all matters relating to aliens of interest to CIA. It is believed that Mr. O'Neal possesses the professional qualifications for the duties planned for him and, in addition, has the cultural qualifications required of an American representative serving abroad.

SECRET

SECRET

Memorandum for: The Secretary of State - 2

3. A commissioned title as First Secretary is requested for Mr. O'Neal in order that he may be enabled to carry out his duties in a secure and efficient manner. The use of a commissioned title in this instance, which has been discussed at length with appropriate offices of ARA, is believed necessary in order to make possible the appearance of a complete break between Mr. O'Neal and the previous OSO station chief, and in order to provide him with adequate cover which will integrate him completely into the Embassy in a country whose present Government is noticeably hostile and vigilant with regard to American intelligence activities. It is proposed that Mr. O'Neal will serve in the Political Section of the Embassy. He will replace Mr. Collins D. Almon, who returned to the United States in March 1951.

4. The proposed biography for Mr. O'Neal will be forwarded at a later date.

5. It is requested that subject arrive at his destination on or about 15 November 1951.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/ Harry W. Lide, Jr.

RYMAN B. KIRKPATRICK  
Acting Assistant Director

WH/WMW/cap

Distribution: Orig & One to Addressee

cc: OS/PDC

LCO

WH Front Office Files

WH Admin Office

SECRET

10-24-51 Payroll *mk*

PERSONNEL ACTION REQUEST				REGISTER NO. <i>79 1013/51</i>	
NAME <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>			REQUESTED EFFECTIVE DATE <i>21 Sept 1951 COB</i>		
NATURE OF ACTION <i>Resignation *</i>			WHEN LEAVING (CHECK HERE) <input type="checkbox"/> LAST WORKING DAY: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
TITLE <i>Intelligence Officer</i> <i>(Chief, Alien Affairs) previous, GS-14</i>			EMPLOYEE'S SIGNATURE <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>		
GRADE AND SALARY <i>GS-14, \$7,500.00 per annum (130)</i>			TO		
OFFICE					
DIVISION <i>Inspection &amp; Security Staff</i>					
BRANCH AND SECTION <i>Alien Affairs Branch</i>					
OFFICIAL STATION <i>Security Control Staff</i>					
Washington, D. C.					
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: <i>* To accept other employment</i> Please transfer leave to unvouchered funds.  <i>for H.R. Graham</i> ACTED					
RECOMMENDED:  <i>6 August 1951</i> DATE					
FOR USE OF PERSONNEL ONLY					
PLACEMENT				TRANSACTIONS AND RECORDS	
DATE QUALIFICATIONS APPROVED				APPROPRIATION <i>2123900</i>	
CLEARANCE REQUESTED				ALLOTMENT <i>7101</i>	
CLEARANCE APPROVED				C. S. C. AUTHORITY <i>Schedule A-b-116(A)</i>	
DATE	TYPE	DATE	TYPE	DATE SIGNATURE	SIGNATURE
				<i>10-20-51</i>	<i>M. Meier</i>
CLASSIFICATION				PERSONNEL RELATIONS	
BUREAU NO. <i>5625</i>		C. S. C. NO.		DATE	SIGNATURE
				<i>10-14-51</i>	<i>JW E. Donald T. Meier</i>
NEW	VICE <input checked="" type="checkbox"/>	L. A.	REAL	APPROVALS	SUBJECT TO SECURITY CLEARANCE
DATE	SIGNATURE			DATE	SIGNATURE OF EXECUTIVE
EFFECTIVE DATE				DATE	SIGNATURE OF DIVISION CHIEF
				<i>9/5/51</i>	<i>J. C. [Signature]</i>

FORM NO. 37-3 JUL 1950 U. S. GOVERNMENT PRINTING OFFICE 16-52400-5 *10-23-51* *Frank B. Rogers*



14-00000  
C  
O  
P  
Y  
Willis Smith  
Oscar Leach  
John H. Anderson, Jr.  
J. K. Dorsett, Jr.  
Willis Smith, Jr.

SMITH, LEACH & ANDERSON  
Lawyers  
Security Bank Building  
Raleigh, North Carolina

September 26, 1951

Mr. Birch D. O'Neal  
4703 Crescent Street, N. W.  
Washington 16, D. C.

Dear Mr. O'Neal:

Several days ago I had a call from your agency advising me that an existing vacancy must be filled by November 1, and that a definite commitment was necessary by October 1. Actually I had intended to be in Washington during the early part of September for a further talk with you, but two court trials have prevented this.

If convenient to you, I would like to see you in Washington this coming Monday morning, October 1. If that day happens to be inconvenient, please telegraph or telephone me collect. I will assume this time to be agreeable unless I hear to the contrary.

I certainly appreciate the necessity for a positive commitment on my part, and will be prepared to give a definite answer when I am in Washington. Since our talk last June, quite a few personal complications have arisen, which I have been attempting to resolve.

With kind personal regards,

Sincerely yours,

/s/ J. K. Dorsett, Jr.

JKDjr/h

Mr. Dorsett conferred with the writer and Col. Sheffield Edwards on 1 October. He was still in a position of not being able to state that he would enter on duty on 1 November 1951. He mentioned various personal reasons and the necessity of conferring with his father-in-law Senator Willis Smith. He later called me at my home at 9:00 P.M. 1 October 1951 and stated he could not enter on duty 1 November 1951, but he continued to be interested in the job and would probably be in contact with Col. Edwards in the spring of 1952 to determine if there continued to be a vacancy in which he could be placed.

/s/ Birch D. O'Neal  
Allen Affairs Officer  
1<sup>st</sup> SC  
2 October 1951

SECRET

10 September 1951

MEMORANDUM FOR THE CHIEFS OF STAFF, PDC

SUBJECT: Request for Appointment, [REDACTED]

It is requested that the Overseas Section, Personnel Division, Government, take the necessary steps to obtain a foreign service appointment for the following employee:

- a. Name: Birch D. CUNLIL
- b. Station of assignment: Guatemala City, Guatemala
- c. Foreign Service title requested: First Secretary
- d. Employee is a replacement for Collins D. WICK, who held the title of Attaché at Guatemala City, Guatemala.
- e. Availability date for departure: 15 October 1951

The Guatemala City station has been without a Chief for six months. The appointment being requested is desired to strengthen the cover of our representative.

*[Signature]*  
10/1/51

Attachment: BDC's (2)

SECRET

D R A F T

PROPOSED BIOGRAPHY

O'NEAL, Birch Dilworth.—b. Bainbridge, Ga., June 1, 1913;  
U. of Ga., A.B. 1935; U. of Ga., Law Sch., LL.B. 1937; atty. prt.  
prac., 1937-38; atty., Dept. of Justice, 1938-42; to the Dept. of  
State, att., Mexico City, D. F. and Bogota, Colombia, 1942-45;  
atty., self 1946-47; to the Dept. of State, att., Caracas, 1947-49;  
Legal officer, Dept. of Defense 1949-51; married.

SECRET

ad-1087

6 August 1951

## MEMORANDUM:

TO: Chief, Administrative Staff

SUBJECT: Reclassification of Chief of Station Slot   
How...

approved -   
asst Chief Class & wage  
4 Sept 51

Orig in  
Class & wage  
six.

(Jmf)

SECRET

SECRET (1)

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Assistant Director/Special Operations

DATE: 13 February 1951

FROM : Security Officer

SUBJECT: 

Reference to your memorandum concerning return to duty of Subject sometime prior to 1 December 1951, this office will endeavor to comply with your proposals. I might say that  has done a superior job as Alien Affairs Officer for the Agency. There has been some thought given to transferring the Alien Affairs Branch from I&S to the immediate office of Mr. Dulles, and it is impossible to give a positive guarantee of his availability, which in that case would be dependent upon Mr. Dulles' decision.

I feel, however, that OSO could at least tentatively plan along the line of your proposal. The cooperation of the ADSO and Chief, FDT, in making  available has been sincerely appreciated.

SHEPHELD EDWARDS  
Colonel, GSC

SECRET

PERSONNEL ACTION REQUEST				REGISTER NUMBER	
NAME				REQUESTED EFFECTIVE DATE <b>ASAP 9-17-50</b>	
NATURE OF ACTION <b>Promotion</b>		WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:			
TITLE <i>Intelligence Officer</i> (Chief, Alien Affairs) <b>9-13</b>		<i>Intelligence Officer</i> (Chief, Alien Affairs) <b>GS-14</b>			
GRADE AND SALARY <b>GS-13 -- \$7800.00 p.a. (130)</b>		<b>GS-14 -- \$8800.00 p.a.</b>			
OFFICE <b>Inspection &amp; Security Staff</b>		<b>Inspection &amp; Security Staff</b>			
DIVISION <b>Security Control Staff</b>		<b>Security Control Staff</b>			
BRANCH AND SECTION <b>Alien Affairs Branch</b>		<b>Alien Affairs Branch</b>			
OFFICIAL STATION <b>Washington, D. C.</b>		<b>Washington, D. C.</b>			
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> <b>130</b>			
REMARKS:  The requirements of Administrative Instruction 20-1 dated 9 December 1949 have been met.  <i>Amended 2008 8/31/67</i>					
RECOMMENDED:  <b>25 August 1950</b> DATE		<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>CHIEF, INSPECTION &amp; SECURITY STAFF</b>              SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ADM. OFFICER           </div>			
FOR USE OF PERSONNEL ONLY					
PLACEMENT			TRANSACTIONS AND RECORDS		
DATE QUALIFICATIONS APPROVED <b>9-17-50</b>			APPROPRIATION: <b>2115900</b>		
CLEARANCE REQUESTED			ALLOTMENT: <b>161-101</b>		
DATE TYPE			CSC AUTHORITY: <b>Sch A-6.116(4)</b>		
DATE TYPE			DATE SIGNATURE		
DATE SIGNATURE			SIGNATURE		
CLASSIFICATION			PERSONNEL RELATIONS		
BUREAU NO. <b>5625</b>			DATE		
C.S.C. NO.			SIGNATURE		
DATE APPROVED <b>6-9-50</b>			APPROVALS		
NEW VICE <input checked="" type="checkbox"/> I.A.			SUBJECT TO SECURITY CLEARANCE		
DATE <b>8-30-50</b>			DATE		
SIGNED			SIGNATURE OF EXECUTIVE		
EFFECTIVE DATE			DATE <b>1-1-51</b>		

Sec. 4-30-50

PERSONNEL ACTION REQUEST			
NAME		PROPOSED EFFECTIVE DATE <u>17 April 1950</u> <u>6/11/50</u>	
NATURE OF ACTION <del>New Appointment</del> <u>Transfer - Reassignment</u>		WHEN LEAVING, ADVISE ( )	
FROM <u>Intelligence Officer (Chief)</u>		TO <u>INTELLIGENCE OFFICER</u> <u>(Chief, Alien Affairs) GS-13</u>	
GRADE AND SALARY <u>GS 13 7800.00 per annum</u>		EMPLOYEE'S SIGNATURE: <u>[Signature]</u>	
OFFICE <u>OSO</u>		Inspection and Security Staff	
BRANCH <u>FBT</u>		Alien Affairs	
DIVISION AND		Security Control Staff	
OFFICIAL STATION <u>Wash. D.C.</u>		Washington, D. C.	
DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> <u>130</u>	
REMARKS:  <u>Revised sent 6/13/50</u>			
RECOMMENDED:  <u>12 April 1950</u> <u>Col. Sheffield Edwards, Chief, I &amp; S Staff</u> DATE SIGNATURE OF OFFICE CHIEF, BRANCH CHIEF OR ADM. OFFICER			
FOR PERSONNEL OFFICE USE ONLY			
PLACEMENT		TRANSACTIONS AND RECORDS	
DATE QUALIFICATIONS APPROVE <u>6-9-50</u>		APPROPRIATION: <u>2105900</u>	
CLEARANCE REQUESTED		ALLOTMENT: <u>160-101</u>	
DATE	TYPE	DATE	TYPE
DATE	SIGNATURE	DATE SIGNATURE	SIGNATURE
		<u>6/19/50</u>	
CLASSIFICATION		PERSONNEL RELATIONS	
BUREAU NO. <u>5626</u>	C.S.C. NO.	DATE	SIGNATURE
NEW	VICE <u>X</u>	I.A.	REAL
DATE <u>4/9/50</u>	SIGNATURE	APPROVALS	SUBJECT TO SECURITY CLEARANCE
		DATE <u>6-20</u>	SIGNATURE OF EXECUTIVE
EFFECTIVE DATE		DATE <u>4-9-50</u>	SIGNATURE OF PERSONNEL OFFICER

19 April 1950

TO :  Personnel Div, North Building  
FROM :  Employees Div, "L" Building *RE*  
SUBJECT : Transmittal of 37-2 and Personnel Folder

Transmitted herewith is the personnel folder of

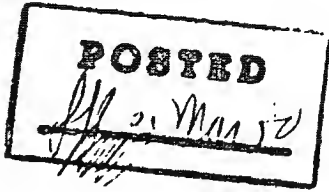
Attached is a 37-2 from I&S placing   
in one of their slots, the T/O of which Employees Division  
does not carry.



SECRET

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RESTRICTED

ENTRANCE ON DUTY RECORD		DATE	
TO: OSO, FDT		21 March 1950	
FROM: PERSONNEL OFFICER		BUILDING L	ROOM
NAME OF EMPLOYEE		EOD-DATE 20 March 1950	
POSITION TITLE Intell. Officer	GRADE GS-13	SALARY \$7800.00	
PAYROLL Vouchered	DUTY STATION Washington, D. C.		
DATE SECURITY CLEARED Concurrence 10 March 1950	DATE OATH OF OFFICE ADMINISTERED 20 March 1950		
DATE PERMANENT IDENTIFICATION REQUESTED N. A.	DATE FINGERPRINTED N. A.		
DATE BRIEFED BY SECURITY N. A.	DATE OF PHYSICAL EXAMINATION N. A.		
DATE 24 MONTH AGREEMENT SIGNED N. A.			
EMPLOYEE'S EMERGENCY ADDRESS			
EMPLOYEE'S LOCAL ADDRESS Same as above			
REMARKS:  Subject transferred from Unvouchered to Vouchered Funds.  <div style="text-align: center;"></div>			
SIGNATURE			

FORM NO.  
DEC 1949 37-75

RESTRICTED

CONFIDENTIAL

SECRET

PERSONAL STATUS REPORT

*file*

FULL NAME	FIRST	MIDDLE	LAST	DATE

PERSONNEL ACTION REQUEST				REGISTER NUMBER 709	
NAME [REDACTED]			RECEIVED EFFECTIVE DATE 20 March 1950		
NATURE OF ACTION <i>Exempt Appointment</i>			WHEN LEAVING (SCHEDULED) 2072		
FROM			TO		
TITLE			Intelligence Officer (Chief) GS-13		
GRADE AND SALARY			GS-13 \$7000.00 <i>per annum</i>		
OFFICE			OSO		
BRANCH			HDT		
DIVISION AND SECTION			[REDACTED]		
OFFICIAL STATION			Washington, D. C.		
DEPARTMENTAL <input type="checkbox"/> FIELD <input type="checkbox"/>			DEPARTMENTAL <input checked="" type="checkbox"/> FIELD <input type="checkbox"/>		
REMARKS: 130					
S-1 Please transfer leave from UV funds.					
Security concurrence requested 7 March 1950					
<i>Previously employed with the Executive Department of the Government as GS-13, \$7800.00 per annum.</i>					
RECOMMENDED:					
6 March 1950 DATE			[REDACTED] SIGNATURE OF OFFICE CHIEF, BRANCH CHIEF OR ADM. OFFICER		
FOR PERSONNEL OFFICE USE ONLY					
PLACEMENT			TRANSACTIONS AND RECORDS		
DATE [REDACTED] 15 March 50			APPROPRIATION: 210540V		
CLEARANCE REQUESTED			ALLOTMENT: 930-106		
DATE TYPE			CSC Authority: [REDACTED] Sch. 6.11.11		
DATE TYPE			DATE SIGNATURE 3-16-50 [REDACTED]		
DATE SIGNATURE			PERSONNEL RELATIONS		
CLASSIFICATION			DATE 51 [REDACTED]		
BUREAU NO. 485			APPROVALS		
S.S.C. NO. 1441			SUBJECT TO SECURITY CLEARANCE		
DATE APPROVED 10/11/47			SIGNATURE OF EXECUTIVE		
NEW VICE I.A. [REDACTED] SEAL			DATE 14 Mar 50		
EFFECTIVE DATE 9 Mar 50			SIGNATURE [REDACTED]		

*file  
Jgs*

UNCLASSIFIED

CONTROL  
885UNCLASSIFIED • NO STENCIL • NO DISTRIBUTION

March 9, 1950

AMEMBASSY,

CARACAS.

A-66

The assignment of Attaché 

CV-1003, to your Mission has been cancelled.

PERIPY:LEW/MB/eb  
3-7-50

UNCLASSIFIED

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*file  
g/s*

21

MAR 1 1950

(6.)

MEMORANDUM FOR THE SECRETARY OF STATE

ATTENTION: Mr. W. Park Armstrong, Jr.

Subject :

[Redacted]

[Redacted]

ROBERT A. SCHOW  
Assistant Director

Attachment: Diplomatic Passports No. 210  
and No. 211

POSTED  
18 MAR 50

SECRET

VIA: Air  
Air or Sea

DISPATCH NO. TVC-A-778

**CONFIDENTIAL**  
Classification

TO : Chief, Foreign Division 7

DATE 29 November 1949

FROM : Chief of Station, [redacted]

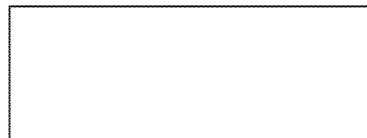
SUBJECT: General Administrative  
Specific [redacted]

1. With reference to the above employee, you are advised that his present travel plans on permanent change of station to Washington, D.C., are as follows:

13 December 1949	Depart	[redacted]	via Alcoa
		Steamship Line	
19 "	"	Arrive Mobile, Alabama,	at 7 a.m.
19 "	"	Depart Mobile via air	at 10:30 a.m.
19 "	"	Arrive Tulsa, Oklahoma	

In Tulsa he can be contacted by letter or telegram directed to him at [redacted]. He expects to obtain an automobile in Tulsa and proceed to his home & dress via car on or about 10 January 1950. He can be reached through his home address until approximately 17 February, at which time he expects to depart by car for Washington, D.C., and report for duty 20 February 1950.

2. This proposed schedule of travel is in line with approved sixty days' calendar leave plus travel time.



**CONFIDENTIAL**  
Classification

9054  
(See Note 13, Part II of Consular Regulations)

# PERSONNEL REPORT ON REPRESENTATIVES OF OTHER DEPARTMENTS ABROAD

C  
O  
P  
Y

Name of officer

Title

Post

has done extremely satisfactory work since he has been here and I wish to reiterate the satisfaction shown respecting him  by stating that I am very happy that he is not to be transferred but is to remain another year in

He has been exceptionally helpful to the Embassy, and his level head and good sense have been of extreme usefulness.

Both he and his wife are extremely well liked by their colleagues in the Embassy and by the  American Communities.

C  
O  
P  
Y

CONFIDENTIAL

CONFIDENTIAL

26 January 1949

MEMORANDUM

TO : Deputy Budget Officer  
FROM : Deputy Personnel Officer  
SUBJECT: Foreign Post Differential

1. In accordance with Part 325, Sub-Chapter B,  
Chapter III, Title 5, Code of Federal Regulations,

[redacted]  
is eligible to receive foreign post differential pay  
as prescribed by regulations.

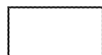
[redacted]  
Deputy Personnel Officer

CONFIDENTIAL

CONFIDENTIAL



SECRET



SPECIAL OPERATIONS

COPS 1

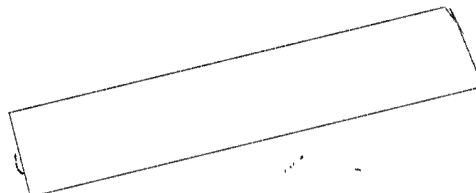
ADSO 2-3, FBT 4-5, PERS 6

ROUTINE

13 MAY 49

OUT 81388

WASH 3578



0119Z 14 MAY 49

SECRET

DEPARTMENT OF STATE  
WASHINGTON



In reply refer to  
FC - LEM

May 17, 1948

SECRET

To: Donald H. Galloway, Esquire,  
Assistant Director,  
Central Intelligence Agency.

From: Jack D. Neal, *gown*  
Chief, Division of  
Foreign Activity Correlation.

Reference is made to your memorandum dated May 7, 1948 re-  
garding

The Embassy at Caracas has been notified by telegram May 14,  
1948 that  travel from Caracas to Habana and return  
for conference approximately May 19, 1948 is authorized by travel  
order No. 8-9649, May 4, 1948, chargeable allotment Z-137295.

RECEIVED MAY 17 1948

SECRET

SECRET

6  
MAY 7 1948

MEMORANDUM FOR THE SECRETARY OF STATE

ATTENTION: Mr. Jack D. Neal

Subject : Clearance for Travel for [REDACTED]

1. This memorandum is to confirm the telephone conversation between [REDACTED] office and Mr. Green's office on 4 May 1948 at which time verbal clearance was obtained for [REDACTED] presently serving as [REDACTED] of the American Embassy at Caracas, Venezuela, to proceed to Habana, Cuba for conference purposes.

2. [REDACTED] will arrive in Habana on or about 19 May 1948 and will return to his post at Caracas upon completion of the conference in Habana.

ALAN R. MCCracken  
Acting Assistant Director

0'2'0'

1948 MAY 11 AM 11 20

SECRET

SECRET

23 January, 1948

MEMORANDUM

TO : Chief Personnel Division, OCO  
via Executive Secretary for Information of  
Assistant Director, Special Operations

FROM : Acting Chief, FBT

SUBJECT: Recognition of Service - [REDACTED]

1. In compliance with S.O. Circular No. 46, Recognition of Service, the following information is submitted for your observation and for inclusion in the personnel file of [REDACTED]

2. A State Department dispatch, dated 11 December, 1947, from Walter J. Donnelly, American Ambassador, Caracas, Venezuela to the Secretary of State, read as follows:

"I have the honor to forward herewith three photostatic copies of a memorandum prepared [REDACTED] entitled "The Communist Movement in Venezuela."

"I consider this memorandum an excellent piece of work which is particularly useful in that it brings together in a brief scope the essential facts regarding the development of Communism in this country and gives the names of the principal Communist leaders. Attention is invited especially to page 7 of the memorandum which gives the campaign platform that the Communist Party is using in the election scheduled to be held December 14, 1947."

3. [REDACTED] prepared the memorandum mentioned in Ambassador Donnelly's dispatch.

*Splendid.*

*Place in  
file*

*WJL  
HDOO*

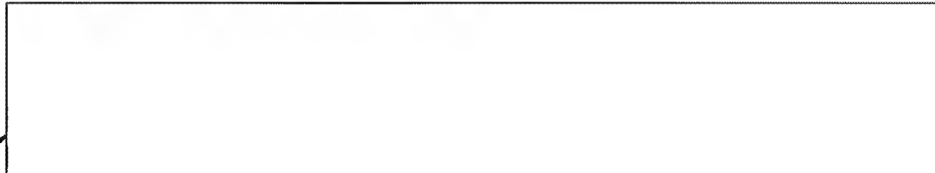
**SECRET**

[REDACTED]  
Acting Chief, FBT

10 March 1947

**NOTE TO FILES:**

The following officials are approved for  
the Group II classification for overseas quarters,  
under provisions of Bureau of the Budget Circular  
A-3, and CIO Administrative Order No. 11.



WED

SECRET

5 March 1947

ADDENDUM TO TRANSFER LETTER DATED 25 FEBRUARY 1947

TO:

1. Authorization is granted for the crating and shipping of your personal car at the expense of this organization in accordance with an agreement dated 25 February 1947. The weight of such automobile will not be deductible from the total weight allowed for personal and household effects.

(Approving Officer)

SECRET

SECRET

3 March 1947

MEMORANDUM FOR THE DIRECTOR, CENTRAL INTELLIGENCE:

SUBJECT: CIG Administrative Order No. 31

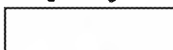
1. CIG Administrative Order No. 31, dated October 31, 1946, makes provision for Group II classification for civilian employees who are Chiefs of Missions or principal officers directly subordinate to Washington, D.C. The Order specifies that these officials will fall in grade CAF-13 or P-6 or above, unless otherwise approved by the Director.



3. It is believed in each case that the fulfillment of the obligations at the Station concerned justifies the Group II classification. Therefore, there is attached a proposed letter of authorization for the Director's signature. The Director's approval of this proposed letter will permit the Special Funds Section to pay the Group II classification to the individuals concerned.

4. It is recommended that the payment under the Group II classification be made effective as of the date the individuals concerned assume the responsibility at the overseas post.

cc: Registry - Admin. Bldg.



Special Funds  
Central Registry -2

DONALD H. GALLOWAY  
Assistant Director  
Special Operations

SECRET

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1

**SECRET**

23 February 1947

TRANSFER LETTER AUTHORIZING PERMANENT CHANGE OF OFFICIAL STATIONTO: 

1. Pursuant to authority vested in me, the transfer of your official station from Washington, D.C. to  is hereby ordered and approved.
2. This change of official station is to be effected as soon as practicable and is to be effective upon arrival at your new post. The transfer is not for your convenience or benefit, or at your request, but in the best interests of the Government. The reimbursement of travel expenses is authorized. Per diem in lieu of subsistence is authorized, and shall be in accordance with the provisions of Administrative Order No. 43. Living and quarters allowances at the rates authorized by Budget Circular A-3 shall be paid, effective upon arrival.
3. In accordance with the provisions of EO 9805, and subject to the availability of funds, the shipment at Government expense of your household goods and personal effects, including packing, crating, unloading, uncrating, drayage, and temporary storage not to exceed 60 days, within the prescribed weight allowance, is authorized.
4. Subject to the availability of funds, the movement of your immediate family at Government expense is authorized in accordance with regulations prescribed in EO 9805.

*(Signed)*  
(Approving Officer)**SECRET**



22 February 1947

MEMORANDUM FOR MR. FREDERICK B. LYON  
DIRECTOR, OFFICE OF CONTROLS  
DEPARTMENT OF STATE

Subject: [REDACTED]

Enclosure: Personal History Statement of [REDACTED]

[REDACTED]

2. [REDACTED] received his A.B. and M.L.B. Degrees from the University of Georgia. He was a Special Agent in the Federal Bureau of Investigation for nine years, with service in Latin America, and he practiced law one year. It is believed that he possesses the professional qualifications for the duties planned for him and, in addition, has the representative qualifications expected of an American official serving abroad.

3. [REDACTED] will receive from CIG a basic salary of \$5,905.00 per annum.

4. It is requested that a diplomatic passport be issued to [REDACTED] in view of the fact that he will be the [REDACTED]

5. There is transmitted herewith a biographical sketch on [REDACTED] which sets forth in detail pertinent information on him and on his special qualifications for the duties it is intended that he perform at [REDACTED]

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

DONALD E. GALLOWAY  
Assistant Director

*Passport ready at EC State  
on 14 March 1947.*

*Notified EC-*

*cc:*

*Ind. 1000000*

14-00000

**SECRET**

(2)

28 FEB 1947

**MEMORANDUM**

**TO :** Chief, Special Funds Section  
**FROM :** Director, CIO  
**THRU :** ADSO  
**SUBJECT :** Group II Classification under Bureau of Budget Circular A-8

1. The following officials of the Office of Special Operations are approved for the Group II classification for overseas quarters, under provisions of Bureau of the Budget Circular A-8, and CIO Administrative Order No. 31.

2. This authorization will remain valid only so long as the above named individuals remain in their respective posts and directly subordinate to Washington, D. C.

3. This authorization will be effective as of the date that the individual concerned assumes his duties at the overseas post.

CC: Registry - Admin. Bldg.

Special Funds  
Central Registry - 2

ROYT S. VANDENBERG  
Lieutenant General, USA  
Director, CIO

*Signed by Gen. V. 28 Feb. 1947*  
**SECRET**

2

**SECRET**

26 February 1947

SECRET

TO: Control, Special Operations

FROM: [REDACTED] Acting Chief, JTF *(2)*VIA: Chief, Special Operations *(P)*

SUBJECT: Request for Designation of [REDACTED]

1. Will you kindly request the State Department to designate [REDACTED]

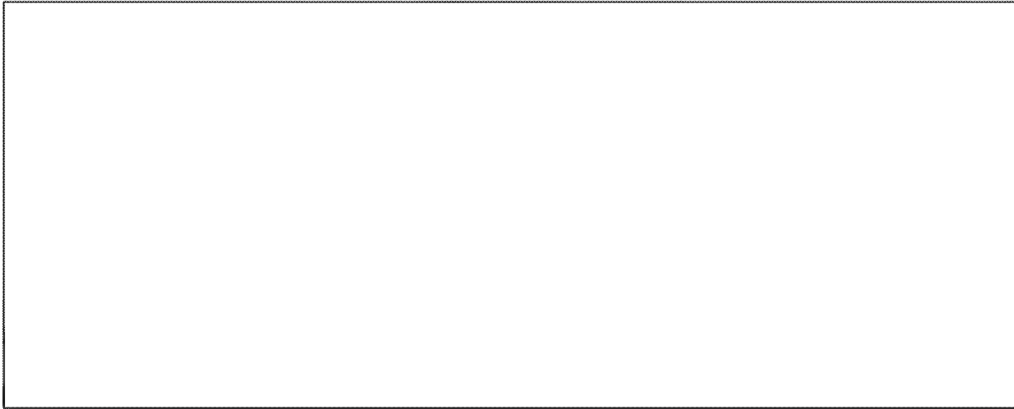
[REDACTED]

[REDACTED]

*Info for 71  
# 590*

*1611*

SECRET



ATN: Personal History Statement  
cc: JEC  
HJ/er

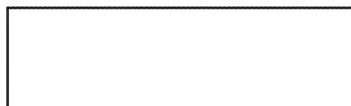
- 2 -  
SECRET

10 February 1950

## MEMORANDUM

TO: Employees Division  
 FROM: Chief, Foreign Division T  
 SUBJECT:

It is requested that  be transferred  
 from Unvouchered Funds to Vouchered Funds, to occupy Slot No. 17,  
 Chief,  on the FDT Washington T/O.



37-3 Resig  
 Q.O. GS-13  
 GS-13 \$7800.00  
 OSO  
 FDT

Wash DC (Field)  
 Please trans leave  
 to V Funds.

37-3 Appmt  
 Q.O. GS-13  
 (Chief)

Wash DC  
dept  
 S-1 Please trans leave  
 from UV Funds.

**CONFIDENTIAL**

11 February, 1947

ACTIVITIES

[ ] entered on duty 11 February, 1947, with  
 OXO, PBT. His foreign assignment will be [ ]  
 [ ] at grade CAF-12 at a salary of \$6905.20,  
 and he will be carried on the Special Funds payroll.

The oath of office was completed on 11 February, 1947, and  
 photographs, fingerprints, and other credentials required  
 were requested this date. Request for physical examination  
 and inoculations also made this date.

Agreement to remain at his station for the prescribed length  
 of time (24 months) was also completed by [ ] this date.  
 In this connection, [ ] posed a question with regard  
 to releases granted to foreign service personnel when they  
 wish to transfer to other government organizations while in  
 the field. Captain Hillman called Mr. Warner in General  
 Counsel to obtain an opinion from him in this matter. Captain  
 Hillman was given the following information:

If a CIG employee wishes to transfer to another  
 government agency while on duty at a foreign  
 station, and prior to the end of his first year  
 abroad, the employee, if released by CIG, will not  
 be required to reimburse CIG for the cost of his  
 own transportation, that of his family, nor the  
 transportation of his personal effects to his original  
 duty post. Return transportation to the States or to  
 a new post with another government agency will be  
 the responsibility of the individual, not CIG.

Assessment approval was given 10 February, 1947; security  
 cleared 20 January, 1947.

[ ]

Temporary local residences: Plaza Hotel, Washington, D. C.

cc: FAT

[ ]

**CONFIDENTIAL**

SECRET

REPRODUCTION MASTERS

SECRET  
(When Filled In)  
BIOGRAPHIC

BIOGRAPHIC PROFILE

H a n d l e   W i t h   C a r e

SECRET

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP		DATE 24 February 1970	
TO: (Check)	<input checked="" type="checkbox"/> CHIEF, RECORDS AND CONTROL	FILE NUMBER 236	
	<input type="checkbox"/> CHIEF, CONTRACT PERSONNEL DIVISION	UNIT <input type="checkbox"/>	
	<input checked="" type="checkbox"/> CHIEF, OPERATING COMPONENT (For action) <b>CI</b>	ID CARD NUMBER	
ATTN: Chief Support Staff		OFFICIAL COVER	BACKSTOP ESTABLISHED
REF: Retirement Debriefing			<input checked="" type="checkbox"/> DISCONTINUED
SUBJECT <div style="border: 1px solid black; height: 20px; width: 150px;"></div>		UNIT Department of State	
<b>KEEP ON TOP OF FILE WHILE COVER IN EFFECT</b>			
<input type="checkbox"/> ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS (OPM 20-800-11)		<input checked="" type="checkbox"/> CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS (OPM 20-800-11)	
A. TEMPORARILY FOR _____ DAYS EFFECTIVE DATE COB _____		DATE <del>XXXXXXXXXX</del>	
B. CONTINUING AS OF COB		From EOD	
<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY (HNB 20-7)		<input type="checkbox"/> SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HNB 20-7)	
<input checked="" type="checkbox"/> ASCERTAIN THAT <u>CIA</u> W-2 BEING ISSUED. (HNB 20-11)		<input checked="" type="checkbox"/> RETURN ALL OFFICIAL DOCUMENTATION TO CCS.	
<input type="checkbox"/> SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR-240-3e)		DO NOT WRITE IN THIS BLOCK - FOR CCS INTERNAL USE ONLY	
<input type="checkbox"/> SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR-240-2e)			
<input type="checkbox"/> SUBMIT FORM 2688 <input checked="" type="checkbox"/> FOR HOSPITALIZATION CARD			
REMARKS AND/OR COVER HISTORY 1947 - MAR 47 MAR 47 - DEC 49 DEC 49 - DEC 51 DEC 51 - APR 54 APR 54 - PRESENT			
DISTRIBUTION: COPY 1 - RCD COPY 2 - OPERATING COMPONENT COPY 3 - D/OS COPY 4 - OL/TELSVC COPY 5 - CCS - CHRO COPY 6 - CCS - FILE CD/s1		FF	

FORM 1551 USE PREVIOUS EDITION  
8-68

SECRET

(13-20-63)



S E C R E T

4 December 1956

(Date)

MEMORANDUM FOR: Chief, Records & Services Division  
Office of Personnel

THROUGH : Security Support Division  
Office of Security

SUBJECT :

1.  arrangements have been completed for the above named subject who will be visiting a foreign country for a \_\_\_\_\_ day TDY trip.

2. Effective this date, it is requested that your records be properly ~~XXXXXX~~ (re-opened) to ~~XXXX~~ (acknowledge) subject's current Agency employment by an external inquirer.

Chief, Official Cover & Liaison, CCS

CC: SSD/OS

S E C R E T

REMAINS  
ON TOP OF FILE

JB  
12-11-56

SECRET

DEC 5 1956  
(Late)

MEMORANDUM FOR: Chief, Records & Services Division  
Office of Personnel

THROUGH : Security Support Division  
Office of Security

SUBJECT :

1.  arrangements have been completed for the above named subject who will be visiting a foreign country for a \_\_\_\_\_ day TDY trip.

2. Effective this date it is requested that your records be properly ~~XXXXXX~~ (re-opened) to ~~XXXX~~ (acknowledge) subject's current Agency employment by an external inquirer.

Chief, Official Cover & Liaison, CCB

CC: SSD/OS

SECRET

THIS FILED LIST REMAINS  
ON TOP OF FILE

JR  
12-11-56

## S E C R E T

12 October 1956  
(Date)MEMORANDUM FOR: Chief, Records & Services Division,  
Office of PersonnelTHROUGH Security Support Division,  
Office of SecuritySUBJECT: 

1.  arrangements have been completed for the above named subject who will be visiting a foreign country for a 30 day trip.

2. Effective 21 October 1956, it is requested that your records be properly (blocked) (~~reclassified~~) to (deny) (~~reclassified~~) subject's current Agency employment by an external inquirer.

  
Chief, Official Cover & Liaison, CCB

CC: 330/OS

S E C R E T

THIS MEMO MUST BE PLACED  
ON TOP OF FILE

*Please file  
for  
10-24-56*

"PAY ADJUSTMENT IN ACCORDANCE WITH SCA SCHEDULES & PL 91-241 AND EXECUTIVE ORDER 11824 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI INACTIVE DTD 3 OCT 1972"

EFFECTIVE DATE OF PAY ADJUSTMENT 22 DEC 1972

NAME

SERIAL ORGN, F. H. GR-STEP

EN  
SALARY

31 10 17 68-10 17

31, 27

1 INITIAL(S)		2 APPOINTMENT DATA		3 TOTAL SERVICE FOR LEAVE	
		Entered on duty <input checked="" type="checkbox"/> F <input type="checkbox"/> P T		End of date of separation	
4 DATE AND NATURE OF SEPARATION		Subject to Sec 203(d), 1951 Leave Act		Years Months Days	
RETIREMENT(VOL) UNDER CIA RETIREMENT & DISABILITY SYSTEM 2/28/70		Yes <input type="checkbox"/> No <input type="checkbox"/>		31 5 10	
		Ceased to be subject to Sec 203(d) on Annual Leave Bal		<input type="checkbox"/> More than 15 years	
SUMMARY OF ANNUAL AND SICK LEAVE			SUMMARY OF HOME LEAVE		
(HOURS)			(DAYS)		
5 Balance from prior leave year ended 1-10-70			14 Date arrival abroad for HL purposes		
19 70 240 1076			15 Current balance as of 19		
6 Current leave yr or accrual through 2-21-70			16 12 month accrual rate		
19 70 24 12			17 Dates leave used, prior 24 months		
7 Total 264 1088			18 Monthly accrual date		
8 Reduction in credits, if any (current year)			19 Calendar days credit for next accrual date		
9 Total leave taken 0 0			20 Date basic service period completed		
10 Balance 264 1088			MILITARY LEAVE		
11 Total hours paid in lump sum 240 HOURS			21 Dates during current calendar yr to		
12 Salary rate(s) 30,054.00			22 Dates during preceding calendar yr to		
13 Leave dates 830 3-2-70 to 4-10-70 1700 (Hours)			ABSENCE WITHOUT PAY		
26 C. [Signature] FOR CHIEF PAYROLL			23 During leave year in which separated		
(Title)			24 During step increase waiting period which began on 4-2-28-69		
351-2585 (Telephone)			25 During 12 month HL accrual period (dates)		

Standard form 1150  
November 1963  
1150-106

RECORD OF LEAVE DATA TRANSFERRED

U.S. CIVIL SERVICE COMMISSION  
FPM SUPPLEMENTS 296-51 AND 990-2

**SECRET**  
(When Filled In)

**NOTIFICATION OF PERSONNEL ACTION**

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
A. TYPE: (VOLUNTARY) UNDER 1A B. TYPE: (CITIZENSHIP) 1B		MO DA YR 11 7 71	
5. CATEGORY OF EMPLOYMENT		6. FUNDS	
RELEASABLE		<input checked="" type="checkbox"/> V TO V <input type="checkbox"/> V TO CF <input type="checkbox"/> CF TO V <input type="checkbox"/> CF TO CF	
7. Financial Analysis No Chargeable R. CSE OR OTHER LEGAL AUTHORITY		8.77 817	
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
JOINT STAFF		WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER LH		1021	
13. SERVICE DESIGNATION		14. CLASSIFICATION SCHEDULE (GS, (B, (N, (P)	
D		GS	
15. OCCUPATIONAL SERIES		16. GRADE AND STEP	
0136.01		16 7	
17. SALARY GR. RATE		18. REMARKS	
30054			

**SPACE BELOW**

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING
115	111	NUMERIC ALPHABETIC
22. NTE EXPIRES	23. SPECIAL REFERENCE	24. RETIREMENT
MO DA YR	1. LNW 2. LIA 3. LIA 4. NINE	CG
25. VET PREFERENCE	26. SERV COMP DATE	27. LONG
CODE	MO DA YR	MO
0. N/A 1. 5 PT 2. 10 PT		
28. PREVIOUS CIVILIAN GOVERNMENT SERVICE	29. PREVIOUS MILITARY SERVICE	
CODE	CODE	
0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)		

28. DATE OF GRADE	29. DATE OF LST
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716. DATA	717. SOCIAL SECURITY NO.
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720. DATA	721. SOCIAL SECURITY NO.
722. DATA	723. SOCIAL SECURITY NO.
724. DATA	725. SOCIAL SECURITY NO.
726. DATA	727. SOCIAL SECURITY NO.
728. DATA	729. SOCIAL SECURITY NO.
730. DATA	731. SOCIAL SECURITY NO.
732. DATA	733. SOCIAL SECURITY NO.
734. DATA	735. SOCIAL SECURITY NO.
736. DATA	737. SOCIAL SECURITY NO.
738. DATA	739. SOCIAL SECURITY NO

**SECRET**  
(When Filled In)

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. PURPOSE OF PERSONNEL ACTION		4. EFFECTIVE DATE	
DESIGNATION AS PARTI TRAIT IN CIA S. TIERNEY AND DISABILITY SYSTEM		MO DA YR 12 22 70	
5. CATEGORY OF EMPLOYMENT		REGULAR	
6. FUNDS		7. Financial Analysis No Chargeable	
V TO V		CSC OR OTHER LEGAL AUTHORITY	
CF TO V		PL 92-643 SECT 203	
8. ORGANIZATIONAL DESIGNATIONS		9. LOCATION OF OFFICIAL STATION	
DEFENSE STAFF		HAGAR, D.C.	
11. POSITION TITLE		12. POSITION NUMBER	
		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)		15. OCCUPATIONAL SERIES	
		16. GRADE AND STEP	
		18	
17. SALARY OR RATE			
18. REMARKS			
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL			
19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING	22. STATION CODE
		NUMERIC ALPHABETIC	
23. NTE EXPIRES	24. SPECIAL REFERENCE	25. RETIREMENT DATA	26. SEPARATION DATA CODE
MO DA YR	1. CSL 2. CIA 3. FICA 4. NONE	1. FICA 2.	1. YES 2. NO
27. DATE OF BIRTH	28. DATE OF GRADE	29. DATE OF LBI	30. SECURITY REF NO
MO DA YR	MO DA YR	MO DA YR	31. SEX
32. VET PREFERENCE	33. SERV COMP DATE	34. LONG COMP DATE	35. CARTER CATEGORY
CODE	1. NONE 2. 1 PT 3. 2 PT	MO DA YR	1. CAN 2. RESV 3. FICA 4. PRIV 5. TEMP
36. REGU / HEALTH INSURANCE	37. SOCIAL SECURITY NO	38. SIGNATURE OR OTHER AUTHENTICATION	
1. YES 2. NO			
39. FEDERAL TAX DATA	40. STATE TAX DATA		
FORM EXECUTED 1. YES 2. NO	FORM EXECUTED 1. YES 2. NO		

FORM 5-66

1150  
Mfg 10-67Use Previous  
Edition**SECRET****FVD**

14-00000  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

U.S. GOVERNMENT PRINTING OFFICE: 1967 O - 311-100

I-50

1. SERIAL NO.		2. NAME		3. ORGANIZATION		4. FUNDS		5. LWOP HOURS	
				31 250		V			
6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ
GS 16	6	\$29,219	12/31/67	GS 16	7	\$30,054	12/29/69		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
				10/10/69					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input checked="" type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERK'S INITIALS				AUDITED BY					
m92									
FORM 560 E Use previous editions PAY CHANGE NOTIFICATION (4-31)									

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO THE PAY PLAN OF THE FBI AS PROVIDED IN THE CIVIL ACT OF 1949, AS AMENDED, AND A GSI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SENT	FROM, FUNDS OF STEP	NEW SALARY
		31 250 GS 16	\$29,219

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND  
EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT  
OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		31	250	V GS 16 5	\$24,477	\$26,640

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
		31	250	V GS 16 5	\$22,755	\$23,778



I 50

1 SERIAL NO		2 NAME		3 ORGANIZATION		4 FUNDS		5 LWOP HOURS	
				31 250		V			
6 OLD SALARY RATE				7 NEW SALARY RATE				8 TYPE ACTION	
Grade	Step	Salary	Last Eff Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 16	5	22,331	01/02/66	GS 16	6	22,755	12/31/67		
CERTIFICATION AND AUTHENTICATION									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE				DATE					
				13 JUL 1966					
<input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD <input type="checkbox"/> LWOP STATUS AT END OF WAITING PERIOD									
CLERKS INITIALS				AUDITED BY					
nm				[Signature]					
FORM 560 E Use previous editions				PAY CHANGE NOTIFICATION				(4-91)	

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504, PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962,"

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME

SERIAL

ORGN, FUNDS GR-STEP

OLD SALARY

NEW SALARY

31 250 V GS 16 5 \$22,331 \$22,755

RZ1: 10 JAN 66

SECRET  
(When Filled In)

NCF

## NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER		2. NAME (LAST FIRST MIDDLE)	
3. NATURE OF PERSONNEL ACTION			
PROMOTION - CORRECTION		4. EFFECTIVE DATE MO DA YR 01 02 66	
5. CATEGORY OF EMPLOYMENT REGULAR		6. COST CENTER NO. CHARGEABLE	
7. FUND		8. CSC OR OTHER LEGAL AUTHORITY	
X V TO V		6227 0170 0000	
CF TO V		50 USC 403 J	
CF TO CF			
9. ORGANIZATIONAL DESIGNATIONS		10. LOCATION OF OFFICIAL STATION	
DDP/CI STAFF		WASH., D.C.	
11. POSITION TITLE		12. POSITION NUMBER	
OPS OFFICER CH		0022	
13. SERVICE DESIGNATION		D	
14. CLASSIFICATION SCHEDULE (GS, LB, etc)		15. OCCUPATIONAL SERIES	
GS		0136.01	
16. GRADE AND STEP		17. SALARY OR RATE	
16 5		22331	
18. REMARKS			
THIS ACTION CORRECTS FORM 1150 EFFECTIVE 01/02/66 AS FOLLOWS: ITEM #7 WHICH READ 6227 0000 0000 TO READ 6227 0170 0000.			

## SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING		22. STATION CODE	23. INTEGREE CODE	24. MILEAGE CODE	25. DATE OF BIRTH MO DA YR	26. DATE OF GRADE MO DA YR	27. DATE OF LEI MO DA YR
		NUMERIC	ALPHABETIC						
TE EXPIRES DA YR	29. SPECIAL REFERENCE	30. RETIREMENT DATA		31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE MO DA YR	33. SECURITY REQ NO	34. SER	EOD DATA	
		1. CSC 2. FICA 3. NONE	CODE						
PREFERENCE	36. SERV. COMP. DATE MO DA YR	37. LONG. COMP. DATE MO DA YR	38. CAREER CATEGORY CODE	39. FEGLI / HEALTH INSURANCE CODE G WAIVER 1 YR	40. SOCIAL SECURITY NO.				
PREVIOUS GOVERNMENT SERVICE DATA		42. LEAVE CAT CODE	43. FEDERAL TAX DATA		44. STATE TAX DATA				
0. NO PREVIOUS SERVICE 1. NO BREAK IN SERVICE 2. BREAK IN SERVICE (LESS THAN 3 YRS) 3. BREAK IN SERVICE (MORE THAN 3 YRS)			FORM EXECUTED 1. YES 2. NO	CODE	NO TAX EXEMPTIONS	FORM EXECUTED 1. YES 2. NO	CODE	NO TAX EXEMP	STATE CODE

SIGNATURE OR OTHER AUTHENTICATION

JAN 11 1966

RZF: 28 DEC 65

SECRET  
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION											
1. SERIAL NUMBER 2. NAME (LAST FIRST-MIDDLE)											
3. NATURE OF PERSONNEL ACTION											
4. EFFECTIVE DATE											
5. CATEGORY OF EMPLOYMENT											
6. FUNDS											
7. COST CENTER NO. CHARGEABLE											
8. CSC OR OTHER LEGAL AUTHORITY											
9. ORGANIZATIONAL DESIGNATIONS											
10. LOCATION OF OFFICIAL STATION											
11. POSITION TITLE											
12. POSITION NUMBER											
13. SERVICE DESIGNATION											
14. CLASSIFICATION SCHEDULE (GS, LB, etc)											
15. OCCUPATIONAL SERIES											
16. GRADE AND STEP											
17. SALARY OR RATE											
18. REMARKS											
SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL											
19. ACTION CODE											
20. EMPLOY CODE											
21. OFFICE CODING											
22. STATION CODE											
23. INTERGEE CODE											
24. NDC CODE											
25. DATE OF BIRTH											
26. DATE OF GRADE											
27. DATE OF 101											
28. NTE EXPIRES											
29. SPECIAL REFERENCE											
30. RETIREMENT DATA											
31. SEPARATION DATA CODE											
32. CORRECTION/CANCELLATION DATA											
33. SECURITY REQ NO.											
34. SEX											
35. VET. PREFERENCE											
36. SERV COMP DATE											
37. LONG COMP. DATE											
38. CAREER CATEGORY											
39. FEGLI / HEALTH INSURANCE											
40. SOCIAL SECURITY NO.											
41. PREVIOUS GOVERNMENT SERVICE DATA											
42. LEAVE CAT. CODE											
43. FEDERAL TAX DATA											
44. STATE TAX DATA											
SIGNATURE OR OTHER AUTHENTICATION											

FORM 11-62 1150

Use Previous Edition

SECRET

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PAY 49-301  
PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949,  
AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 1 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
	31 250	V.	GS 15 6		\$19,310	\$20,005

ISA

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours	
				31 250 V			
5. OLD SALARY RATE				6. NEW SALARY RATE			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date
GS 15	6	\$19,310	10/27/63	GS 15	7	\$20,005	10/24/65
7. TYPE ACTION							
PSI LSI ADJ.							
8. Remarks and Authentication							
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLERKS INITIALS <i>RL</i> AUDITED BY							
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.							
SIGNATURE: _____ DATE: _____							
PAY CHANGE NOTIFICATION							

Form 560  
9-61

Obsolete Previous  
Edition

(4-51)

Oct 25 3 03 PM '65

*RL*

**SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.**

[illegible]

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 1 JANUARY 1964.

NAME	SERIAL	DEGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
	31 250	V		GS 15 6	\$16,965	\$18,240

337-1001

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours			
				32 250 V					
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION	
Grade	Step	Salary	Last EM. Date	Grade	Step	Salary	Effective Date	PSI	LSI
GS 15	5	\$16,485	10/29/61	GS 15	6	\$16,965	10/27/63		
8. Remarks and Authentication									
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / LWOP STATUS AT END OF WAITING PERIOD CLEMKS INITIALS AUDITED BY									
I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.									
SIGNATURE: <i>[Signature]</i>				DATE: 10-27-63					
PAY CHANGE NOTIFICATION									

FILED

Form 9-61 560

Obsolete Previous Edition

(4-31)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND  
 DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS.  
 EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GROSS SALARY	OLD GROSS SALARY	NEW GROSS SALARY	NEW GROSS SALARY
			32250	V	15 5	\$15030	15 5 \$14485

**SECRET**  
 (When Filled In)

1. Serial No.		2. Name		3. Cost Center Number		4. LWOP Hours					
				DP/CI / V							
5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION			
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADI	
GS	15	4	\$14,705	05/01/60	15	5	\$15,030	10/29/61			
8. Remarks and Authentication											
/ / NO EXCESS LWOP / / IN PAY STATUS AT END OF WAITING PERIOD / / IN LWOP STATUS AT END OF WAITING PERIOD											
<b>ED ECHOLS</b> PAY CHANGE NOTIFICATION											

Form 560  
 7-60

Obsolete Previous  
 Edition

**SECRET**

(4-31)

L I

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED  
1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD NAME SERIAL ORGN GR-ST OLD SALARY NEW SALARY

54 18 GS-15 4 \$13,670 \$14,705

151 EMMETT O. ECHOLS  
DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME				3. ASSIGNED ORGN.		4. FUNDS		5. ALLOTMENT	
						DDP/CI		V-20			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA.	YR				MO	DA.	YR
GS 15	3	\$13,370	11	02	58	GS 15	4	\$13,670	05	01	60
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP <i>None</i>					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK <i>ME</i>					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. ACCEPTED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. TYPE OF ACTION						13. REMARKS					
<input type="checkbox"/> P.S.I. <input type="checkbox"/> L.S.I. <input type="checkbox"/> PAY ADJUSTMENT											
14. AUTHENTICATION											
PAY CHANGE NOTIFICATION											

FORM  
8-59

560 OBSOLETE PREVIOUS EDITION  
REPLACES FORM 560A AND 560B

SECRET

OFFICIAL PERSONNEL FOLDER (4)



**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASS. GRID ORGAN		4. FUNDS		5. ALLOTMENT		
					DOP/CI		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
				LAST EFFECTIVE DATE						EFFECTIVE DATE	
GRADE	STEP	SALARY	MO.	DA.	YR.	GRADE	STEP	SALARY	MO.	DA.	YR.
GS 15	2	\$13,070	05	05	57	GS 15	3	\$13,370	11	02	58
REMARKS											
<b>CERTIFICATION</b>											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
TY		DATE		SIGNATURE							
<b>PERIODIC STEP INCREASE - CERTIFICATION</b>											

FORM NO. 560  
1 MAR 56

**SECRET**

**PERSONNEL FOLDER** (4)

**SECRET**  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME			3. ASSIGNED ORGAN.		4. FUNDS		5. ALLOTMENT		
					DOP/CI		V-20				
6. OLD SALARY RATE					7. NEW SALARY RATE						
				LAST EFFECTIVE DATE						EFFECTIVE DATE	
GRADE	STEP	SALARY	MO.	DA.	YR.	GRADE	STEP	SALARY	MO.	DA.	YR.
GS 15	2	\$13,070	05	05	57	GS 15	3	\$13,370	11	02	58
<b>TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER</b>											
8. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
<b>TO BE COMPLETED BY THE OFFICE OF PERSONNEL</b>											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO.	DA.	YR.						
14. AUTHENTICATION											
<div style="display: flex; justify-content: space-between;"> <div> <p>22 JUN 58</p> <p>SEC. PAYROLL BRANCH</p> </div> <div style="text-align: center;"> <p><b>W. H. STUART</b></p> <p>PERIODIC STEP INCREASE - AUTHENTICATION</p> </div> <div> <p><i>[Signature]</i></p> </div> </div>											

FORM NO. 560b  
1 MAR 56

**SECRET**

**PERSONNEL FOLDER** (4)

GENERAL SCHEDULE STEP INCREASES ARE ACTIVELY EFFECTIVE  
12 JANUARY 1958 AUTHORIZED BY H. C. 61 - 467 AND DCI  
DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
[REDACTED]	[REDACTED]	GS-15-2	\$11,880	\$12,070

GORDON M. STEWART  
/S/ DIRECTOR OF PERSONNEL

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN		4. FUNDS		5. ALLOTMENT			
[REDACTED]		[REDACTED]		DDP/CI-7		V-20					
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
15	1	\$11,610	11	06	55	15	2	\$11,880	05	05	57
REMARKS											
CERTIFICATION											
I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.											
SIGNATURE OF SUPERVISOR <i>James H. [illegible]</i>											

SECRET  
(WHEN FILLED IN)

1. EMP. SERIAL NO.		2. NAME		3. ASSIGNED ORGAN		4. FUNDS		5. ALLOTMENT			
[REDACTED]		[REDACTED]		DDP/CI		V-20		[REDACTED]			
6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE			GRADE	STEP	SALARY	EFFECTIVE DATE		
			MO	DA	YR				MO	DA	YR
15	1	\$11,610	11	06	55	15	2	\$11,880	05	05	57
TO BE COMPLETED BY THE OFFICE OF COMPTROLLER											
9. CHECK ONE <input checked="" type="checkbox"/> NO EXCESS LWOP <input type="checkbox"/> EXCESS LWOP						9. NUMBER OF HOURS LWOP					
IF EXCESS LEAVE LWOP, CHECK FOLLOWING:						10. INITIALS OF CLERK					
<input type="checkbox"/> IN PAY STATUS AT END OF WAITING PERIOD						11. AUDITED BY					
<input type="checkbox"/> IN LWOP STATUS AT END OF WAITING PERIOD											
TO BE COMPLETED BY THE OFFICE OF PERSONNEL											
12. PROJECTED SALARY RATE AND EFFECTIVE DATE						13. REMARKS					
GRADE	STEP	SALARY	MO	DA	YR	[REDACTED]					
14. AUTHENTICATION											
<div style="text-align: center;"> </div>											

1. NAME (MR - MISS - MRS - OR OTHER NAME, INITIALS, AND SUFFIX)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO.		4. DATE	
						4 Nov 1955	
5. NATURE OF ACTION (PROMOTION, REASSIGNMENT, ETC.)		6. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY			
Promotion		6 Nov 1955		50 USCA 403 j			
FROM		TO					
10-CI-CH BU-22		8. POSITION TITLE		10-CI-CH BU-22			
GS-0136.53-14 \$10,965.00 Per Annum		9. SERVICE, SERIES, GRADE, SALARY		GS-0136.53-15 \$11,610.00 Per Annum			
		10. ORGANIZATIONAL DESIGNATIONS		DDP/CI Staff Office of the Chief			
		11. HEADQUARTERS		Washington, D.C.			
12. FIELD OR DEPT'L				12. FIELD OR DEPT'L			
13. VETERAN'S PREFERENCE				14. POSITION CLASSIFICATION ACTION			
NONE WWII OTHER S.P. 15. POINT		NEW VICE L.A. REAL				SD/DI	
X							
16. RACE		17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	
FROM: 6-2705-27		TO: Same		Yes		20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:	
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.							

**4. PERSONNEL FOLDER COPY**

☆ U. S. GOVERNMENT PRINTING OFFICE: 1954-013735

CENTRAL INTELLIGENCE AGENCY  
NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - OR - SILEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL ACTION NO.	4. DATE 17 May 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Reassignment (Correction)*		6. EFFECTIVE DATE B.O.B. 3 May 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 U.S.C. 103-1	
FROM Area Ops. Of (Sta Ch) BAF 102-14  GS-0136.01-14 \$10,200.00 per annum DDP/MH		8. POSITION TITLE  IO-CI-CH BU 22-14	9. SERVICE, SERIES, GRADE, SALARY GS-0136.93-14 \$10,200.00 per annum DDP/CI Staff Office of the Chief	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		12. FIELD OR DEPT'L <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
13. VETERAN'S PREFERENCE NONE <input checked="" type="checkbox"/> WHITE <input type="checkbox"/> OTHER <input type="checkbox"/> 1-PT. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DASAD <input type="checkbox"/> OTHER <input type="checkbox"/>		14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> SICK <input type="checkbox"/> L.A. <input type="checkbox"/> REAL <input type="checkbox"/> SD-DI		
15. SEX M <input checked="" type="checkbox"/> F <input type="checkbox"/>	16. RACE W <input checked="" type="checkbox"/> N <input type="checkbox"/>	17. APPROPRIATION FROM: 5-3560-55-053 TO: 5-2725-27		18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO) YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
*This action corrects Item #9, on notification dated 6 May 1955, to show the correct salary, previously <del>PURCHASE</del> \$10,000.00 per annum. EFFECTIVE 3 May 1955 SALARY ADJUSTED TO: 70,000.00 "Transfer TO Vouchered funds FROM Unvouchered funds."				

CODED

FOR

QUALIFICATIONS  
DATE 11/1/55

DEPT OF PERSONNEL

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1950-21878

**CONFIDENTIAL**  
CENTRAL INTELLIGENCE AGENCY

**NOTIFICATION OF PERSONNEL ACTION**

1. NAME (MR., MISS, MRS., OR) GIVEN NAME (INITIALS) AND SURNAME		2. DATE OF BIRTH	3. JOURNAL SYMBOL NO.	4. DATE 6 May 1955
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY) Resignation		6. EFFECTIVE DATE D.O.B. 8 May 1955	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY 50 USC 4701	
FROM Area Ops. Of (Sta Ch) DAF 102-14 GS-0136.01-14 \$10,000.00 per annum DDP/MS		8. POSITION TITLE IO-CI-CH BU 22-14 GS-0136.53-14 \$10,000.00 per annum DDP/CI Staff Office of the Chief	9. SERVICE, SERIES, GRADE, SALARY	
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS Washington, D. C.		
12. FIELD OR DEPT'L <input checked="" type="checkbox"/> FIELD <input type="checkbox"/> DEPARTMENTAL		13. VETERAN'S PREFERENCE NONE <input type="checkbox"/> 5-PT <input type="checkbox"/> 10-PT <input type="checkbox"/> OTHER <input type="checkbox"/> OTHER <input type="checkbox"/>		
14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> P. A. <input type="checkbox"/> REAL <input type="checkbox"/> 50-DI		15. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		
16. SEX M		17. APPROPRIATION FROM: 5-3560-55-058 TO: 5-2705-27		18. DATE OF APPOINTMENT MENT APPROVED (ACCEP-1005 1001)
19. RACE W		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: CA		21. SIGNATURE OF OFFICIAL AUTHORIZING ACTION

ENTRANCE PERFORMANCE RATING: . . . . .

Director of Personnel

4. PERSONNEL FOLDER COPY  
7A 5/13/55

U. S. GOVERNMENT PRINTING OFFICE: 1954-313756

1. Agency and organizational designation		2. Payroll period		3. Book No.		4. Slip No.	
3. Employee's name (and social security account number when appropriate)		6. Grade and salary		7. Grade		8. Salary	
		ON 1h		\$10000.00			
PAYROLL CHANGE DATA							
	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	STATE TAX
7. Previous normal							
8. New normal		1.00					
9. Pay this period		0.00					
10. Remarks				11. Appropriation(s)		12. Prepared by	
				WH 4		gpd/8FE:55	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase							
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating & satisfactory or better.			
27MAR55	27SLPT53	\$10000.00	\$10200.00	Signature or other authentication (Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.			
19. LWOP data (fill in appropriate spaces covering LWOP during following period(s))				<input type="checkbox"/> No excess LWOP. Total excess LWOP...			
				Initials of Clerk			
STANDARD FORM NO. 1176d—Revised				PAYROLL CHANGE SLIP — PERSONNEL COPY			
Form prescribed by Comp. Gen., U. S.							
October 26, 1954, General Regulation No. 109							

2097X  
4/23/54  
Exam

**CONFIDENTIAL FUNDS**

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Last, first, middle initial, and surname) <b>[REDACTED]</b>		2. DATE OF BIRTH <b>[REDACTED]</b>		3. REQUEST NO. <b>-</b>		4. DATE OF REQUEST <b>7 Apr. 54</b>	
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) <b>CONVERSION FROM [REDACTED] STATUS</b>				6. EFFECTIVE DATE A. PROPOSED: <b>00b 8 Apr. 54</b>		7. C. T. OR OTHER LEGAL AUTHORITY <b>ITV</b>	
B. POSITION (Specify whether establish, change grade or title, etc.) <b>[REDACTED]</b>				B. APPROVED: <b>[REDACTED]</b>			
8. FROM— <b>AREA OPS OF (STA CH), BAF-102-14</b> <b>[REDACTED]</b> <b>OS-0136.01-14, \$10,000.00 p.a.</b> <b>(F38-3, \$8961.00 p.a.)</b> <b>DDP/WH</b> <b>[REDACTED]</b>		9. POSITION TITLE AND NUMBER <b>[REDACTED]</b>		10. SERVICE, GRADE, AND SALARY <b>[REDACTED]</b>		11. ORGANIZATIONAL DESIGNATIONS <b>[REDACTED]</b>	
12. HEADQUARTERS <b>[REDACTED]</b>		13. FIELD OR DEPARTMENTAL <b>[REDACTED]</b>		14. FIELD OR DEPARTMENTAL <b>[REDACTED]</b>		15. FIELD OR DEPARTMENTAL <b>[REDACTED]</b>	
A. REMARKS (Use reverse if necessary) <b>BAF-102</b> <b>*Date of resignation from State</b> <b>[REDACTED]</b>							
B. REQUESTED BY <b>[REDACTED]</b>		C. REQUEST BY <b>[REDACTED]</b>		D. REQUEST BY <b>[REDACTED]</b>		E. REQUEST BY <b>[REDACTED]</b>	
F. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension) <b>[REDACTED] 4457</b>							
13. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> WW <input type="checkbox"/> OTHER <input type="checkbox"/> S-PT <input type="checkbox"/> 15 PART DEAD, OTHER				14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VCL <input type="checkbox"/> I. A <input type="checkbox"/> REAL <b>CD: FI</b>			
15. SEX <b>M</b>		16. RACE <b>W</b>		17. APPROPRIATION FROM: <b>4-3560-55-058</b> TO: <b>8839</b>		18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY) <b>[REDACTED]</b>	
19. STANDARD FORM 50 REMARKS <b>[REDACTED]</b>		20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: <b>Georgia</b>		21. STANDARD FORM 50 REMARKS <b>[REDACTED]</b>		22. STANDARD FORM 50 REMARKS <b>[REDACTED]</b>	
23. STANDARD FORM 50 REMARKS <b>[REDACTED]</b>							
24. CLEARANCES A. <b>[REDACTED]</b> B. CEIL OR FOG CONTROL C. CLASSIFICATION D. PLACEMENT OR EMPL. E. <b>[REDACTED]</b>		INITIAL OR SIGNATURE <b>[REDACTED]</b>		DATE <b>4/21</b>		REMARKS <b>[REDACTED]</b>	
F. APPROVED BY <b>[REDACTED]</b>							

23. RESIGNATION	
I RESIGN FOR THE FOLLOWING REASON: <div style="text-align: right; margin-top: 20px;">             MAIL ROOM           </div>	<div style="text-align: center;">             OFFICE OF PERSONNEL              DATE: <b>APR 13 1954</b> </div>
MY LAST WORKING DAY WILL BE _____ (SIGNATURE)	
24. SEPARATION DATA	
FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS: <div style="text-align: center; margin-top: 10px;">             (CITY) (STATE)           </div>	
BRIEF DESCRIPTION OF DUTIES	
C S 51	
QUALIFICATIONS	
EDUCATION Essential: Desired:	(If pertinent) AGE RANGE _____ SEX _____
ESSENTIAL QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)	
DESIRED QUALIFICATIONS (Experience, Skills, Languages, Area Knowledge, etc.)	



SECRET

UNVOUCHERED

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
		-	16 Feb. 54
5. NATURE OF ACTION REQUESTED A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) Reassignment		6. EFFECTIVE DATE A. PROPOSED: 28 Feb. 54	7. C. S. OR OTHER LEGAL AUTHORITY
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: FEB 28 1954	

FROM - OPS OF - (CHIEF) BA-131 GS-132-14, \$10,000.00 p.a. \$8961.00 p.a.) DDP/WH IL	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	TO - AREA OPS OF - (STA CH) BAF-102-14 GS-0130-01-14, \$10,000.00 p.a. \$8961.00 p.a.) DDP/WH
---	--	---

A. REMARKS (Use reverse if necessary)  
BAF-102

B. RECOMMENDED BY C/WH x-1457	D. REQUEST APPROVED BY Signature: Title:
-------------------------------------	--

13. VETERAN PREFERENCE NONE <input checked="" type="checkbox"/> WWI <input type="checkbox"/> OTHER <input type="checkbox"/> D-P.T. <input type="checkbox"/> 10-POINT <input type="checkbox"/> DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>	14. POSITION CLASSIFICATION ACTION NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> CD: FI
--	---

15. SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	16. RACE <input checked="" type="checkbox"/> W <input type="checkbox"/> N	17. APPROPRIATION FROM. 4-3560-55-058 TO. SAME	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE:
--	---	--	--	--	---

21. STANDARD FORM 50 REMARKS  
POSTED  
Jk 26 54

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	11W	2/19	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.		19 Feb 54	
E.			

F. APPROVED BY [Signature]	[Signature]	19 Feb 54
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U. S. GOVERNMENT PRINTING OFFICE: 1952 - 497374

1. and organizational designation		2. Pay roll		3. Blank No. <b>UV</b>		4. Slip No.	
5. Employee's name (and social security account number when appropriate)				6. Grade and salary <b>GS-14 \$2000.00</b>			
PAY ROLL CHANGE DATA							
7. Previous Normal	BASE PAY	OVERTIME	GROSS PAY	RET.	TAX	BOND	F. I. C. A.
8. New normal							
9. Pay this period							
10. Remarks						11. Appropriation(s) <b>W-6</b>	
						12. Prepared by <b>JX 8-25</b>	
						13. Audited by	
<input checked="" type="checkbox"/> Periodic step increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step increase							
14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.			
<b>27 Sept 52</b>	<b>30 Mar 52</b>	<b>\$9600.00</b>	<b>\$10000.00</b>	(Signature or other authentication)			
19. LWOP data (fill in appropriate space covering LWOP during following period(s):				(Check applicable box in case of excess LWOP)			
<input type="checkbox"/> No excess LWOP    Total excess LWOP				<input checked="" type="checkbox"/> 13 or more days of regular period <input type="checkbox"/> 10 or more days of regular period and 10 or more days of LWOP period			
INITIALS OF CLERK:							
<b>PAY ROLL CHANGE SLIP—PERSONNEL COPY</b>							

STANDARD FORM NO. 1120d—Revised  
Form prescribed by Comp. Gen., U. S.  
Nov. 8, 1950, General Regulations No. 102

STANDARD FORM 52  
PREPARED BY THE  
U. S. CIVIL SERVICE COMMISSION  
APPLICABLE TO FEDERAL PERSONNEL  
MANUAL CHAPTER II

# REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed.  
If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr., Miss, Mrs., One given name, initials, and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
			7 Mar. 53
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)		6. EFFECTIVE DATE A. PROPOSED	7. C. S. OR OTHER LEGAL AUTHORITY
Reassignment			
8. POSITION (Specify whether establish, change grade or title, etc.)		B. APPROVED: APR 12 1953	

FROM— Chief of Station (Intel. Ofcr), GS-14 GS-14, \$8431 p.a. \$8431 DDP WH MID	9. POSITION TITLE AND NUMBER 10. SERVICE, GRADE, AND SALARY 11. ORGANIZATIONAL DESIGNATIONS 12. HEADQUARTERS 13. FIELD OR DEPARTMENTAL	TO— OPS OF (CHIEF), BA-131 GS-132-11, \$8431 p.a. \$8431 DDP WH III
---	---	--

A. REMARKS (Use reverse if necessary)  
BA-131

APPROVED BY  
FI CAREER SERVICE BOARD

DATE: 11 March 1953

9. REQUESTED BY	10. REQUEST APPROVED BY
	Signature
C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)	
x-457	

13. VETERAN PREFERENCE	14. POSITION CLASSIFICATION ACTION		
NONE WWII OTHER S-PT 10 POINT DISAB OTHER	NEW VICE I A. REAL		
15. SEX 16. RACE 17. APPROPRIATION FROM: 3520 TO: 3520	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINT- MENT AFFIDAVIT (ACCESSIONS ONLY)	20. LEGAL RESIDENCE STATE: <input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EXPL.			
E.			
F. A			

and organizational designations <b>INTELLIGENCE AGENCY</b>					2. Pay roll code		3. Block No. <b>UV</b>		4. Slip No.	
security account number when appropriate)					6. Grade and salary <b>GS - 14 \$9600</b>					
<b>PAY ROLL CHANGE DATA</b>										
	BACE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	PTCA		NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										
10. Remarks: <div style="border: 1px solid black; border-radius: 50%; padding: 5px; display: inline-block;">Note year of PSI</div>					11. Appropriation(s) <b>WH</b>			12. Prepared by <b>bn 3/23/53</b>		
								13. Audited by		
<input checked="" type="checkbox"/> Periodic step-increase <input type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase										
14. Effective date <b>30 May 52</b>	15. Date last equivalent <b>17 May 50</b>	16. Old salary rate <b>\$9500</b>	17. New salary rate <b>\$9800</b>	18. Performance rating is satisfactory or better.						
19. LWOP data (fill in appropriate spaces covering LWOP during following periods):				(Check applicable box in case of excess LWOP)						
<input type="checkbox"/> No excess LWOP. Total excess LWOP				<input type="checkbox"/> In pay status at end of waiting period <input type="checkbox"/> In LWOP status at end of waiting period						
				Initials of Clerk						

STANDARD FORM NO. 1126d—Revised  
Prescribed by Comp. Gen., U. S.  
1950, General Regulations No. 102

**PAY ROLL CHANGE SLIP—PERSONNEL COPY**

SECRET  
SECURITY INFORMATION

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME		DATE	
[REDACTED]		29 November 1961	
NATU		EFFECTIVE DATE	
[REDACTED]		3 December 1961	
		FROM	TO
TITLE	Intelligence Officer		[REDACTED]
GRADE AND SALARY	GS-14, <del>19000.00</del> \$9000.00		\$8481.00
OFFICE	OSO		OSO
DIVISION	FDT		FDT
BRANCH	MID		MID
OFFICIAL STATION	[REDACTED]		
QUALIFICATIONS	APPROVAL		
	FOR ASSISTANT DIRECTOR	EXECUTIVE	
CLASSIFICATION	PERSONNEL OFFICER		
	[REDACTED]		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			
YES <input type="checkbox"/> NO <input type="checkbox"/>			
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON			
SECURITY CLEARED ON			
OVERSEAS AGREEMENT SIGNED			
ENTERED ON DUTY			
SIGNATURE OF AUTHENTICATING OFFICER			
REMARKS:			
[REDACTED]			
Subject is due a lump sum payment for annual leave to be paid up to 2 December 1961.			
CONFIDENTIAL FUNDS BRANCH			

FORM NO. 37-1  
NOV 1960

SECRET

SECRET

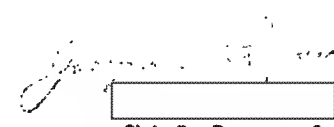
## CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME		DATE	
[Redacted]		6 August 1951	
NATURE OF ACTION		EFFECTIVE DATE	
Appointment		30 September 1951	
TITLE	FROM	Intelligence <sup>10</sup> office	
GRADE AND SALARY		Chief of Station, GS-14*	
OFFICE		GS-14, \$8,800.00 per annum	
DIVISION		OSO	
BRANCH		FDT	
OFFICIAL STATION		LMD	
APPROVAL			
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE	
[Redacted]		[Redacted]	
CLASSIFICATION	E-147 PERSONNEL OFFICER		
[Redacted]		9/5/51	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
		5:130	
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON		2 October 1951	
SECURITY CLEARED ON		16 August 1951 concurrence	
OVERSEAS AGREEMENT SIGNED		2 October 1951	
ENTERED ON DUTY		30 September 1951	
[Redacted]			
REMARKS: Please transfer leave from vouchered to unvouchered funds.			
* Request for reclassification of grade from GS-13 to GS-14 submitted to Classification Section, PDC on 6 August 1951.			
[Redacted]			
<p>DOG - 09/17/50</p> <p>CSEOD - 09/17/47</p> <p>LCD 09/18/47</p> <p>ACMI</p> <p>IN ACCORDANCE TO DCI DIRECTIVE EFFECTIVE 24 OCT. 1951 SALARY ADJUSTED TO \$ 9,600.00</p> <p>CONFIDENTIAL FUNDS FILE</p> <p>GW</p>			

## CENTRAL INTELLIGENCE AGENCY

## NOTIFICATION OF PERSONNEL ACTION

129

1. NAME (LAST, FIRST, MIDDLE, ONE GIVEN NAME, INITIALS AND SURNAME)		2. DATE OF BIRTH		3. JOURNAL OR ACTION NO. & DATE	
				10/26/51	
F.A. is to notify you of the following action affecting your employment:					
4. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		5. EFFECTIVE DATE		7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Resignation*		9/29/51 eob		Schedule A-6.116(b)	
FROM		TO			
Intelligence Officer GS-14		8. POSITION TITLE			
GS-130-14 \$8800.00 per annum		9. SERVICE, SENIOR GRADE, SALARY			
Inspection & Security Staff		10. ORGANIZATIONAL DESIGNATIONS			
Security Control Staff		11. HEADQUARTERS			
Washington, D. C.		12. FIELD OR DEPT'L			
FIELD <input checked="" type="checkbox"/> DEPT'L <input type="checkbox"/>		FIELD <input type="checkbox"/> DEPARTMENTAL <input type="checkbox"/>			
13. VETERAN'S PREFERENCE			14. POSITION CLASSIFICATION ACTION		
NONE	WWII	OTHER	S-PT.	10-POINT	
<input checked="" type="checkbox"/>				DISAB. OTHER	
NEW	VICE	L.A.	REAL	Bu. 45623 6/9/50	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
15. SEX	16. RACE	17. APPROPRIATION		18. SUBJECT TO C. S. ALIENMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY)
M	W	FROM 2123900 TO 7101		Yes	20. LEGAL RESIDENCE CLAIMED <input checked="" type="checkbox"/> PROVED <input type="checkbox"/>
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.					
*To accept other employment.					
END: 9/28/51 LAL: 449 hours, 10/1/51 thru 1 hour 12/20/51 and 2 holidays 11/12/51, 11/22/51.					
ENTRANCE EFFICIENCY RATING.					
<div style="text-align: right;">             Chief, Personnel Division            22. SIGNATURE OR OTHER AUTHENTICATION         </div>					

\* U. S. GOVERNMENT PRINTING OFFICE: 1950-259575

4. PERSONNEL FOLDER COPY

STANDARD FORM 20 (5 PARTS)  
 10-10-1949  
 FEDERAL BUREAU OF INVESTIGATION  
 U. S. CIVIL SERVICE COMMISSION  
 CHAPTER XI FEDERAL PERSONNEL MANUAL

# CENTRAL INTELLIGENCE AGENCY NOTIFICATION OF PERSONNEL ACTION

2\*

1. NAME (MR - MISS - MRS - ONE GIVEN NAME, INITIALS, AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO	4. DATE
				9/15/50
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Promotion		9/17/50	Schedule A-6.116 (b)	
FROM		TO		
<b>Intelligence Officer</b> GS-13 [Redacted] GS-130-13 \$7800.00 per annum Bu. #5626 Inspection and Security Staff [Redacted] Security Control Staff Washington, D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		<b>Intelligence Officer</b> GS-14 [Redacted] GS-130-14 \$8300.00 per annum Inspection and Security Staff [Redacted] Security Control Staff Washington, D.C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		
14. POSITION CLASSIFICATION ACTION		15. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		
16. SURVIVAL TO C.S. RETIREMENT ACT (YES-NO)		17. LEGAL RESIDENCE		
18. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.		19. SIGNATURE OF OTHER PARTY		
ENTRANCE EFFICIENCY RATINGS		20. SIGNATURE OF OTHER PARTY		

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1950 - 673048



CENTRAL INTELLIGENCE AGENCY  
 NOTIFICATION OF PERSONNEL ACTION

CS

1. NAME (MR., MISS, MRS., ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
				6/9/1950
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Transfer & Reassignment		7/11/1950	Schedule A-6.11. (1)	
FROM		TO		
Intelligence Officer (Chief) GS-13 GS-13-13 \$7800.00 per annum Bu. 71485  OSO FBI Washington, D. C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		Intelligence Officer GS-13 GS-13-13 \$7800.00 per annum  Inspection and Security Staff Security Control Staff Washington, D. C. <input type="checkbox"/> FIELD <input checked="" type="checkbox"/> DEPARTMENTAL		
8. POSITION TITLE		9. SERVICE, SERIES, GRADE, SALARY		
10. ORGANIZATIONAL DESIGNATIONS		11. HEADQUARTERS		
12. FIELD OR DEPT'L		13. VETERAN'S PREFERENCE		
		NONE <input checked="" type="checkbox"/> WHIS <input type="checkbox"/> OTHER <input type="checkbox"/> S-PT <input type="checkbox"/> 10 POINT DISAB. <input type="checkbox"/> OTHER <input type="checkbox"/>		
14. POSITION CLASSIFICATION ACTION		15. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)		
NEW <input type="checkbox"/> VICE <input type="checkbox"/> I. A. <input type="checkbox"/> REAL <input type="checkbox"/> TV		16. DATE OF APPOINTMENT AFFIDAVIT (ACCESSIONS ONLY) 7/9/50		
17. APPROPRIATION		20. LEGAL RESIDENCE		
FROM: 210599 TO: 140-101		<input checked="" type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED STATE: Maryland		
21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.				
ENTRANCE EFFICIENCY RATING: Assistant Chief, Personnel Division 22 SIGNATURE OR OTHER AUTHENTICATION 6/21/50				

4. PERSONNEL FOLDER COPY

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

F. C. 3/10/50  
(mod) 150

1. NAME (MR., MISS, MRS., ONE S. / JO. NAME, INITIAL(S) AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
			12072	20 March 1950
This is to notify you of the following action affecting your employment				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
Exempted Appointment		20 Mar. 1950	Schedule A-6.116(b)	
FROM		TO		
		Intelligence Officer (Chief) GS-13		
8. POSITION TITLE				
9. SERVICE, SERIES, GRADE, SALARY		GS-13, \$7300.00 per annum		
10. ORGANIZATIONAL DESIGNATIONS		OSO FDT		
11. HEADQUARTERS		Washington, D. C.		
12. FIELD OR DEPT'L		FIELD <input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/>		
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NEW <input checked="" type="checkbox"/> REUSE <input type="checkbox"/> OTHER <input type="checkbox"/> 15. PRIOR DISAB <input type="checkbox"/> OTHER <input type="checkbox"/>		NEW <input type="checkbox"/> VICE <input type="checkbox"/> P. A. <input checked="" type="checkbox"/> REAL <input type="checkbox"/>		
16. SEE PAGE		Bu. #1483 CSC #1441 10/10/47		
17. APPROPRIATION		18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)		19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
FROM: 2105000 TO: 450-196		Yes		20. LEGAL RESIDENCE CLAIMED <input type="checkbox"/> PROVED <input type="checkbox"/> STATE: Georgia
21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.				
Subject has satisfactorily completed trial period.				
Previously employed with the Executive Department of the Government as a GS-13, \$7300.00 per annum.				
ENTRANCE EFFICIENCY RATING:				
22. SIGNATURE OR OTHER AUTHENTICATION				

4. PERSONNEL FOLDER COPY

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION		
NAME <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	DATE <b>6 March 1950</b>	
NATURE OF ACTION <b>Resignation</b>	EFFECTIVE DATE <b>19 March 1950</b>	
	FROM	TO
TITLE	<b>Intell. Officer GS-13</b>	
GRADE AND SALARY	<b>GS-13 \$7800.00</b>	
OFFICE	<b>OSO</b>	
DIVISION	<b>FDT</b>	
BRANCH		
OFFICIAL STATION	<b>Washington, D. C. (Field)</b>	
QUALIFICATIONS	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">APPROVAL</p> <p style="text-align: center; margin: 0;">FOR ASSISTANT DIRECTOR</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> </div> <div style="width: 50%;"> <p style="text-align: center; margin: 0;">EXECUTIVE</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> <p style="text-align: right; margin-top: 10px;"><i>Chun</i></p> </div> </div>	
CLASSIFICATION	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">PERSONNEL OFFICER</p> <div style="border: 1px solid black; width: 150px; height: 30px; margin: 5px auto;"></div> </div> <div style="width: 50%;"> <p style="text-align: center; margin: 0;">YES <input type="checkbox"/> NO <input type="checkbox"/></p> </div> </div>	
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div> <p>REMARKS:</p> <p style="margin-top: 20px;"><b>Please transfer leave to V funds.</b></p> </div> <div style="text-align: right;"> <p>SIGNATURE OF AUTHENTICATING OFFICER</p> <div style="border: 1px solid black; width: 100px; height: 30px; margin-top: 10px;"></div> </div> </div>		

FORM NO. 37-1  
NOV 1949

SECRET

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION		
NAME <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>	DATE <b>23 February 1950</b>	
NATURE OF ACTION <b>Transfer</b>	EFFECTIVE DATE <b>20 February 1950</b>	
	FROM	TO
TITLE	Chief of Station Intelligence Officer GS-13	Intelligence Officer GS-13
GRADE AND SALARY	GS-13, \$7800.00	GS-13, \$7800.00
OFFICE	OSO	OSO
DIVISION	FDT	FDT
BRANCH		
OFFICIAL STATION	<span style="border: 1px solid black; display: inline-block; width: 50px; height: 15px; vertical-align: middle;"></span>	Washington, D. C. (Field)
QUALIFICATIONS	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center; margin: 0;">APPROVAL</p> <p style="margin: 0;">FOR ASSISTANT DIRECTOR</p> <div style="border: 1px solid black; width: 100%; height: 50px; margin-top: 5px;"></div> </div> <div style="width: 50%;"> <p style="text-align: center; margin: 0;">EXECUTIVE</p> <p style="margin: 0;">CONFIDENTIAL FUNDS CTR.</p> <p style="margin: 0;"><i>cmw</i></p> </div> </div>	
CLASSIFICATION		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS <div style="float: right; text-align: right;">             YES <input type="checkbox"/> NO <input type="checkbox"/> </div>		
DA H OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
<div style="text-align: right; margin-top: 10px;">             _____              SIGNATURE OF AUTHENTICATING OFFICER           </div>		
REMARKS:		

FORM NO. 37-1  
NOV 1949

SECRET

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION		
NAME		DATE 14 November 1949
NATURE OF ACTION Conversion-Class. Act of 1949*		EFFECTIVE DATE 30 October 1949
	FROM	TO
TITLE	Chief of Station	Chief of Station
GRADE AND SALARY	CAF-13 \$7671.60	CS-13 \$7800.00
OFFICE	OSO	OSO
BRANCH	FDT	FDT
DIVISION		
OFFICIAL STATION		
APPROVAL		
QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE
CLASSIFICATION	PE	COPY IN PAYROLL FILES CONFIDENTIAL FUNDS BRANCH - 11/15/49
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS		YES <input type="checkbox"/> NO <input type="checkbox"/>
DATE OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____		
SECURITY CLEARED ON _____		
OVERSEAS AGREEMENT SIGNED _____		
ENTERED ON DUTY _____		
		SIGNATURE OF AUTHENTICATING OFFICER _____
REMARKS:  *Per authority contained in letter - DCI - 10/23/49.		

FORM NO. 37-1 PREVIOUS EDITIONS ARE NOT TO BE USED.  
AUG 1949

SECRET

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION					
NAME			DATE		
RESIDENCE AT TIME OF EMPLOYMENT			30 March 1949		
LOCAL ADDRESS					
CITIZENSHIP	SEA	DATE OF BIRTH	MARITAL STATUS	NO. OF DEPENDENTS	DATE OF APPOINTMENT
U.S.			Married		
NATURE OF ACTION				EFFECTIVE DATE	
Periodic Pay Increase				1 March 1949	
	FROM		TO		
TITLE	Chief of Station		Chief of Station		
GRADE AND SALARY	CAF-13 \$7,22.20		CAF-13 \$7,22.60		
OFFICE	OSO-PRT		OSO-PRT		
BRANCH					
DIVISION					
OFFICIAL STATION					
APPROVAL					
FIELD			HEADQUARTERS		
CHIEF OF STATION			FOR THE ASSISTANT DIRECTOR		
COPY IN PAYROLL FILES CONFIDENTIAL FUNDS BRANCH [Signature] - INITIALS					
			PERSONNEL OFFICER		
POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS			YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		
OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON _____					
SECURITY CLEARED ON _____					
OVERSEAS AGREEMENT SIGNED _____					
ENTERED ON DUTY _____					
AUTHENTICATED BY _____					
REMARKS					
Subject has had no increase in salary since 24 August 1947. I certify that the service and conduct of the employee during the period have been satisfactory in all respects.					

FORM NO. 37-1 PREVIOUS EDITIONS ARE NOT TO BE USED.  
FEB 1947

SECRET

2 July 1947

TO : FBT  
 FROM : OPO, Personnel Division  
 SUBJECT: Personnel Action Data

The following personnel actions have been approved:

<u>Name</u>	<u>Nature of Action</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
				29 June 1947
				29 June 1947
				29 June 1947
				29 June 1947
				29 June 1947
				24 Aug. 1947
				24 Aug. 1947
				24 Aug. 1947
				24 Aug. 1947
				21 Sept. 1947
				29 June 1947

The proposed promotion of [redacted] from Operations Officer, CAF-9, \$4119.60 to Operations Officer, CAF-11, \$4702.00 was returned with the recommendation that it be resubmitted about 15 August 1947. This action has not been cancelled and is being held in the employee's official personnel folder and will be returned to the Personnel Review Committee on or about the suggested date.

\* Permanent change of station.

CONFIDENTIAL

## PERSONNEL ACTION REPORT

This form is to be initiated in triplicate by the appropriate branch or office. Original report to be submitted with existing personnel procedures. Upon approval, the original and one copy will be retained by the Disbursing Office and one copy returned to the originating office.

*crust*  
*GP*

NAME <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></span>		DATE <u>20 June 1947</u>	
NATURE OF ACTION <u>Promotion</u>		NUMBER OF DEPENDENTS <u>    </u>	
EFFECTIVE DATE <u>24 AUG</u> <u>29 June 1947</u>		LOCATION OF DEPENDENTS <u>    </u>	
MARITAL STATUS <u>Married</u>		CITIZENSHIP <u>US</u> SEX <u>M</u> AGE <u>34</u>	
FROM		TO	
POSITION <u>Chief of Station</u>		POSITION <u>Chief of Station</u>	
CONTROL NO. <u>    </u>		CONTROL NO. <u>    </u>	
CLASSIFICATION <u>CAF-12</u>		CLASSIFICATION <u>CAF-13</u>	
ANNUAL GROSS SALARY <u>\$5905.20</u>		ANNUAL GROSS SALARY <u>\$7102.20</u>	
OFFICIAL STATION <span style="border: 1px solid black; display: inline-block; width: 60px; height: 15px;"></span>		OFFICIAL STATION <span style="border: 1px solid black; display: inline-block; width: 60px; height: 15px;"></span>	
ALLOWANCES:		ALLOWANCES:	
QUARTERS <u>    </u>		QUARTERS <u>    </u>	
COST OF LIVING <u>    </u>		COST OF LIVING <u>    </u>	
SPECIAL FOREIGN LIVING <u>    </u>		SPECIAL FOREIGN LIVING <u>    </u>	
TOTAL <u>    </u>		TOTAL <u>    </u>	
OFFICE:		OFFICE:	
BRANCH <u>OSU/FBT</u>		BRANCH <u>OSU/FBT</u>	
DIVISION <u>    </u>		DIVISION <u>    </u>	

TO BE PAID BY      OFFICE      \$       
(Field)

TAX WITHHELD IN UNITED STATES     

INSURANCE TO BE WITHHELD IN UNITED STATES  
(Amount subject to change if premium is increased or decreased)     

SAVINGS BONDS     

PETIREMENT WITHHELD IN UNITED STATES     

OTHER (Specify in detail)     

ALLOTMENTS       
(Name of Allottee)

Address     

TOTAL GROSS SALARY PER PAY PERIOD \$     

I hereby authorize and direct the Disbursing Office to make above allotments from my compensation.



JOB DESCRIPTION:

SPECIAL QUALIFICATIONS

REASONS FOR ACTION

DATE OF LAST PROMOTION

Slot #1, Employee ~~MAN~~ with organization 11 Feb. 1947 and has been at present station since 17 March 1947.

APPROVED \_\_\_\_\_ OFFICE

(Field)

\_\_\_\_\_  
(Chief of Mission) Date \_\_\_\_\_

\_\_\_\_\_  
(Security Officer) Date \_\_\_\_\_

\_\_\_\_\_  
(Special Funds Officer) Date \_\_\_\_\_

30 June 47

APPROVED - U.S. OFFICE

(C)

(Special Funds Officer)

Date 6-23-47

Date 6/24/47

Date 6/30/47

Date 7/1/47

# PERSONNEL ENGAGEMENT SHEET

SECRET

1. To be filled out in duplicate by the Unit Administrative Officer for all prospective employees to be paid from Special Funds. (2)
2. To be accompanied by detailed job description, complete biographical sketch, and a formal notice of security clearance, and Personnel Action Request if engagement is overseas.
3. To be approved or accepted by the officers in the order listed below.
4. Original to be retained by S.F.; copy to be returned to initiating Administrative Officer.

9 January 1947

1. NAME: [REDACTED]
2. LEGAL RESIDENCE: [REDACTED]
3. ADDRESS OF LOCAL LIVING QUARTERS: Plaza Hotel TEL. [REDACTED]
4. ENTRANCE ON DUTY DATE: 11 February 1947 MKD
5. ANNUAL SALARY: \$5905.20 CLASSIFICATION: CAF-12
6. PERMANENT STATION: [REDACTED]
7. POSITION: Chief of Station, FBI CONTROL NO. FBI
8. IF SUBJECT HAS BEEN TRANSFERRED, STATE BUREAU, BRANCH, OR DEPARTMENT OF THE U.S. GOVERNMENT FROM WHICH TRANSFERRED: [REDACTED]
9. GENERAL REMARKS: Security investigation requested 9 January 1947.

Checked 20 Jan 47 attached  
ass. mt. 10 Feb 47

Personnel Folder Requested	<u>7/8/57</u>
from	<u>FBI</u>
Initials	<u>om</u>

APPROVAL AND ACCEPTANCE  
(in accordance with existing personnel engagement procedures)

- A. ADMINISTRATIVE OFFICER
- B. BRANCH CHIEF
- C. CHAIRMAN, PERSONNEL
- D. (For the) ASSISTANT
- E. CHIEF, SPECIAL FUNDS

DATE 9 Jan 47  
DATE " " "  
DATE 11/10/47  
DATE 10 Jan 47  
DATE [REDACTED]

FORM NO.  
SEP 1946 33-1

SECRET

SECRET

22 NOV 1968

## MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]

Q April 1967 - 22 November 1968

[REDACTED] has had years of experience in the field of special investigations, Domestic and foreign. This includes prior service with the FBI. Special complex and sensitive counterintelligence cases requiring detailed research and analysis are handled by [REDACTED] He seeks economy where applicable and he is a competent supervisor.

[REDACTED]  
(Acting Chief  
Counter Intelligence Staff

EMPLOYEE SIGNATURE:

[REDACTED]

29 November 1968  
Date

REVIEWING OFFICIAL:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

\_\_\_\_\_  
Date

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE 5. SD
				M	GS-16 D
6. OFFICIAL POSITION TITLE			7. OFF DIV/BR OF ASSIGNMENT	8. CURRENT STATION	
Ops Officer Ch			DUP/CI	Washington, D. C.	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR		
<input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE		
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P.			12. REPORTING PERIOD (From- To-)		
April 1968			1 April 1967 - 31 March 1968		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (Indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<div style="position: absolute; left: 100px; top: 100px; transform: rotate(-45deg); font-weight: bold;">2-AND-DR</div>					
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
					<b>S</b>

**SECRET**  
(When Filled In)

FITNESS REPORT						EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>							
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD	
				M	GS-16	D	
6. OFFICIAL POSITION TITLE <b>OPS OFFICER CH</b>			7. OFF/DIV/RR OF ASSIGNMENT <b>DDP/CI</b>		8. CURRENT STATION <b>WASH., D.C.</b>		
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT				
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY			<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR				
<input type="checkbox"/> CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE				
SPECIAL (Specify):			SPECIAL (Specify):				
11. DATE REPORT DUE IN O.P. <b>April 1967</b>			12. REPORTING PERIOD (From - to) <b>1 April 1966 - 31 March 1967</b>				
<b>SECTION B PERFORMANCE EVALUATION</b>							
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>							
<b>SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
SPECIFIC DUTY NO. 1						RATING LETTER	
SPECIFIC DUTY NO. 2						RATING LETTER	
SPECIFIC DUTY NO. 3						RATING LETTER	
SPECIFIC DUTY NO. 4						RATING LETTER	
SPECIFIC DUTY NO. 5						RATING LETTER	
SPECIFIC DUTY NO. 6						RATING LETTER	
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER	
						<b>S</b>	

SECRET

21 NOV 1967

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]  
(1 April 1966 - 31 March 1967)

[REDACTED] has been Chief of the [REDACTED]  
[REDACTED] since its inception. As a  
former FBI employee he brought a wealth of investi-  
gative knowledge to the Staff. He continues to  
handle detailed research and analysis of special complex  
and sensitive counterintelligence cases in a highly  
effective manner. He is a competent supervisor and  
realizes the value of economy.

[REDACTED]  
Deputy Chief  
Counter Intelligence Staff

EMPLOYEE SIGNATURE:

[REDACTED]

21 Nov. 1967  
Date

REVIEWING OFFICIAL:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

22 Nov 1967  
Date

SECRET

**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER		
<b>SECTION A GENERAL</b>						
1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
				M	GS-16	D
6. OFFICIAL POSITION TITLE <b>OPS OFFICER CH</b>			7. OFF/DIV/BR OF ASSIGNMENT <b>DDP/CI/</b>		8. CURRENT STATION <b>WASH., D.C.</b>	
9. CHECK (X) TYPE OF APPOINTMENT			10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY CAREER-PROVISIONAL (See Instructions - Section C) SPECIAL (Specify):			<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR <input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P. <b>30 April 1966</b>			12. REPORTING PERIOD (From - to) <b>1 April 1965 - 31 March 1966</b>			
<b>SECTION B PERFORMANCE EVALUATION</b>						
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>						
<b>SPECIFIC DUTIES</b>						
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).						RATING LETTER
SPECIFIC DUTY NO. 1						
SPECIFIC DUTY NO. 2						RATING LETTER
SPECIFIC DUTY NO. 3						RATING LETTER
SPECIFIC DUTY NO. 4						RATING LETTER
SPECIFIC DUTY NO. 5						RATING LETTER
SPECIFIC DUTY NO. 6						RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>						
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.						RATING LETTER  <b>S</b>

14-00000

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]  
(1 April 1965 - 31 March 1966)

[REDACTED] continues to be engaged in special complex and sensitive counterintelligence cases which require detailed analysis. His performance is always at a high level. He supervises his personnel competently and he follows good government economy practices.

[REDACTED]  
Deputy Chief  
Counter Intelligence Staff

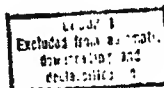
EMPLOYEE SIGNATURE:

[REDACTED]

REVIEWING OFFICIAL:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

SECRET





**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME (Last) (First) (Middle)		2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
			M	GS-15	D
6. OFFICIAL POSITION TITLE		7. OFF/DIV/RR OF ASSIGNMENT		8. CURRENT STATION	
IO-CI		DDP/CI		Wash., D.C.	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY		<input type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT SUPERVISOR			
CAREER-PROVISIONAL (See Instructions - Section C)		<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT EMPLOYEE			
SPECIAL (Specify):		SPECIAL (Specify):			
11. DATE REPORT DUE IN O.P.		12. REPORTING PERIOD (From - to)			
30 April 1965		1 April 1964 - 31 March 1965			
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p><b>W - Weak</b> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p><b>A - Adequate</b> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p><b>P - Proficient</b> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p><b>S - Strong</b> Performance is characterized by exceptional proficiency.</p> <p><b>O - Outstanding</b> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
<i>See Attached Memorandum</i>					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER
21 APR 1965					S

14-00000

**SECRET**

16 APR 1965

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]  
(1 April 1964 - 31 March 1965)

There has been no change in assignment during the reporting period. [REDACTED] has been engaged for the major part of the time in conducting and performing complex research in connection with several sensitive counterintelligence cases. His performance has continued at a high level without interruption. He is a competent supervisor and follows economical practices.

[REDACTED]  
Deputy Chief  
Counter Intelligence Staff

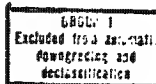
EMPLOYEE SIGNATURE:

[REDACTED]

REVIEWING OFFICIAL:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

**SECRET**



**SECRET**  
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
<b>SECTION A GENERAL</b>					
1. NAME		2. BIRTH	3. SEX	4. GRADE	5. SD
			M	GS-15	D
6. OFFICIAL POSITION TITLE			7. OFF/DIV/BR OF ASSIGNMENT		
IO-CI			DDP/CI STAFF		
8. CHECK (X) TYPE OF APPOINTMENT			9. CURRENT STATION		
			Washington, D.C.		
10. CHECK (X) TYPE OF REPORT			11. DATE REPORT DUE IN O.P.		
<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> RESERVE <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CAREER-PROVISIONAL (See Instructions - Section C) <input type="checkbox"/> SPECIAL (Specify):			<input checked="" type="checkbox"/> ANNUAL <input type="checkbox"/> SPECIAL (Specify):		
12. REPORTING PERIOD (From - to)			13. REPORTING PERIOD (From - to)		
30 April 1964			1 April 1963 - 31 March 1964		
<b>SECTION B PERFORMANCE EVALUATION</b>					
<p>W - <u>Weak</u> Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - <u>Adequate</u> Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - <u>Proficient</u> Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - <u>Strong</u> Performance is characterized by exceptional proficiency.</p> <p>O - <u>Outstanding</u> Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
<b>SPECIFIC DUTIES</b>					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					RATING LETTER
SPECIFIC DUTY NO. 1					
SPECIFIC DUTY NO. 2					RATING LETTER
SPECIFIC DUTY NO. 3					RATING LETTER
SPECIFIC DUTY NO. 4					RATING LETTER
SPECIFIC DUTY NO. 5					RATING LETTER
SPECIFIC DUTY NO. 6					RATING LETTER
<b>OVERALL PERFORMANCE IN CURRENT POSITION</b>					RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					S
29 APR 1964					

14-00000

SECRET

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]  
(1 April 1963 - 31 March 1964)

There has been no change in duties during the reporting period and the caliber of the performance of this career officer has continued at a high level without interruption. He is thorough and analytical and makes a material contribution to the accomplishment of the Counter-Intelligence mission of the Agency. He is alert to the necessity for economy and performs capably as a supervisor.

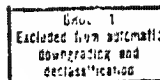
[REDACTED]  
Deputy Chief  
Counter Intelligence Staff

[REDACTED]  
EMPLOYEE SIGNATURE

REVIEWING OFFICIAL:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

SECRET



15 April 1963

MEMORANDUM IN LIEU OF FITNESS REPORT

SUBJECT: [REDACTED]  
(1 April 1962 - 31 March 1963)

[REDACTED] has continued in the position of Chief, [REDACTED]  
[REDACTED] Counter Intelligence Staff during this  
reporting period. He capably performs and directs the work of  
this group, and during the past year has performed commendably  
in the handling of certain sensitive matters. He is thorough  
and reliable. [REDACTED] continuity in this job increases the  
value of his services to the Agency.

[REDACTED]  
Deputy Chief, Counter Intelligence Staff

[REDACTED]  
Employee Signature

Reviewing Official:

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

25 APR 1963  
me

**SECRET**SEP  
1962

msh

23 August 1962

**MEMORANDUM IN LIEU OF FITNESS REPORT****SUBJECT:**

1 April 1960 - 31 August 1962

1. There has been no change during the reporting period in the highly efficient performance of [ ] in his position as C/CI/[ ]

2. We recommend his continuation in this assignment where continuity is a requirement.

[ ]  
Acting Chief, Counter Intelligence Staff

Memorandum has been seen by employee.

**SECRET**

SECRET

3 April 1961

MEMORANDUM FOR: Director of Personnel

SUBJECT: Fitness Report

1. Fitness report was submitted in memorandum form on 30 December 1960 for the following person:

[Redacted]

2. There has been no change in assignment and the evaluation remains the same for the reporting period ending 31 March 1961.

[Redacted]

Deputy Chief  
Counter Intelligence Staff

WYU 800W

VER 11 11 03 VH.81

OFFICE OF PERSONNEL

30 DEC 1960  
7/1/61  
(C)

**MEMORANDUM IN LIEU OF FITNESS REPORT**

**SUBJECT:**

[REDACTED]

**1 April 1959 - 31 March 1960**

1. [REDACTED] is in the same position, doing the same job, in the same efficient manner as was reflected in his last fitness report.

2. At some point in the future [REDACTED] would like to go overseas again. The CI Staff is perfectly happy to have him remain here indefinitely.

[REDACTED]

**S. H. Horton  
Acting Chief  
Counter Intelligence Staff**



**SECRET**  
(When Filled In)

1959

FITNESS REPORT						EMPLOYEE SERIAL NUMBER <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>	
<b>SECTION A GENERAL</b>							
1. NAME <div style="border: 1px solid black; width: 100%; height: 20px;"></div>				2. DATE OF BIRTH <div style="border: 1px solid black; width: 100%; height: 20px;"></div>		3. SEX M	4. GRADE GS-15
5. SERVICE DESIGNATION SD/DI		6. OFFICIAL POSITION TITLE IO- CI - Div Ch		7. OFF/DIV/BR OF ASSIGNMENT DDP/CI			
8. CAREER STAFF STATUS				9. TYPE OF REPORT			
<input type="checkbox"/> NOT ELIGIBLE <input checked="" type="checkbox"/> MEMBER <input type="checkbox"/> DEFERRED <input type="checkbox"/> PENDING <input type="checkbox"/> DECLINED <input type="checkbox"/> DENIED				<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> ANNUAL <input type="checkbox"/> REASSIGNMENT-EMPLOYEE			
10. DATE REPORT DUE IN O.P. 30 April 1959		11. REPORTING PERIOD From 11 Feb 58 thru Apr 59		12. SPECIAL (Specify)			
<b>SECTION B EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES</b>							
List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).							
1 - Unsatisfactory		2 - Barely adequate		3 - Acceptable		4 - Competent	
5 - Excellent		6 - Superior		7 - Outstanding			
SPECIFIC DUTY NO. 1 Directs special investigations			RATING NO. 7	SPECIFIC DUTY NO. 4 Supervises small staff			RATING NO. 5
SPECIFIC DUTY NO. 2 Coordination of most sensitive matters between CI and Office of Security			RATING NO. 7	SPECIFIC DUTY NO. 5 Prepares final reports and memos			RATING NO. 6
SPECIFIC DUTY NO. 3			RATING NO.	SPECIFIC DUTY NO. 6			RATING NO.
<b>SECTION C EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION</b>							
Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.							
1 - Performance in many important respects fails to meet requirements. 2 - Performance meets most requirements but is deficient in one or more important respects. 3 - Performance clearly meets basic requirements. 4 - Performance clearly exceeds basic requirements. 5 - Performance in every important respect is superior. 6 - Performance in every respect is outstanding.							RATING NO. 6
<b>SECTION D DESCRIPTION OF THE EMPLOYEE</b>							
In the rating boxes below, check (X) the degree to which each characteristic applies to the employee							
1 - Least possible degree		2 - Limited degree		3 - Normal degree		4 - Above average degree	
5 - Outstanding degree							
CHARACTERISTICS				NOT APPLI- CABLE	NOT OB- SERVED	RATING	
GETS THINGS DONE							
RESOURCEFUL							
ACCEPTS RESPONSIBILITIES							
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE							
WRITES EFFECTIVELY							
SECURITY CONSCIOUS							
THINKS CLEARLY							
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X		
OTHER (Specify):							

SEE SECTION \*E\* ON REVERSE SIDE

SECRET

(When Filled In)

OFFICE OF PERSONNEL  
3 21 PM '59

## SECTION E NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the basis for determining future personnel actions.

Employee is and has been a senior employee for some time. No training recommended; he is already a senior and experienced officer.

Employee is an intense person, who does not relax enough. He should not be chief of a large station, nor supervise a large number of employees engaged in diverse work and having numerous problems.

## SECTION F CERTIFICATION AND COMMENTS

1. BY EMPLOYEE		
I certify that I have seen Sections A, B, C, D and E of this Report.		
DATE	SIGNATURE OF EMPLOYEE	
2. BY SUPERVISOR		
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
36	Has outstanding rating; no weaknesses to discuss. Orally advised of contents.	
IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.		
EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS	
OTHER (Specify):		
DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
28 Sept. 1959	Deputy Chief, CI Staff	S. H. Horton
3. BY REVIEWING OFFICIAL		
<input checked="" type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.		
<input type="checkbox"/> I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.		
<input type="checkbox"/> I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.		
COMMENTS OF REVIEWING OFFICIAL		
DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	Chief, CI Staff	James Angleton

SECRET

**SECRET**  
(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

### INSTRUCTIONS

**FOR THE ADMINISTRATIVE OFFICER:** Consult current instructions for completing this report.

**FOR THE SUPERVISOR:** This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item A, of Section "A" below.

### SECTION A.

#### GENERAL

1. NAME (Last) (First) (Middle)			2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
				M	SD/DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT			6. OFFICIAL POSITION TITLE		
DDP/CI			IO/CI/CH		
7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)			
GS-15		11 February 1957--11 February 1958			
10. TYPE OF REPORT (Check one)	INITIAL	ASSIGNMENT SUPERVISOR	SPECIAL (Specify)		
<input checked="" type="checkbox"/> ANNUAL		PERMANENT EMPLOYEE			

### SECTION B.

#### CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ HAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.  
A senior official with an outstanding rating. No weaknesses to discuss. Have advised him orally of contents.

A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/>	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "I" IN CI OR D, A WARNING LETTER HAS BEEN SENT TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/>	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
<input type="checkbox"/>	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.	

B. THIS DATE **5 August 1958** C. NAME AND SIGNATURE OF SUPERVISOR **S. H. Horton** D. SUPERVISOR'S OFFICIAL TITLE **DC/CI**

2. FOR THE REVIEWING OFFICIAL: PERIOD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY DATE

Signature: *[Signature]* 14 Aug 58  
Date: **RG 8/21/58**

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
	<b>James Angleton</b>	<b>C/CI</b>

### SECTION C. JOB PERFORMANCE EVALUATION

#### 1. RATING ON GENERAL PERFORMANCE OF DUTIES

**DIRECTIONS:** Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

<div style="border: 1px solid black; padding: 5px; width: 30px; text-align: center; margin: 0 auto;">6</div> INSERT RATING NUMBER	1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
	2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
	4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

#### COMMENTS:

This is a senior employee who is doing the same job he has done for years in the same competent manner. Therefore, the Fitness Report is the same.

## SECRET

(When Filled In)

7. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES		OFFICE OF PERSONNEL																									
<b>DIRECTIONS:</b> a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties. b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty. c. For supervisors, ability to supervise will always be rated as a specific duty (UNLESS there are those who supervise a secretary only). d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility. e. Two individuals with the same job title may be performing different duties. Rate them on different duties. f. Be specific. Examples of the kind of duties that might be rated are: <table style="width: 100%; font-size: small;"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
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CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS																									
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
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IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? <input type="checkbox"/> YES <input type="checkbox"/> NO. IF YES, EXPLAIN FULLY: <div style="height: 50px; border: 1px solid black; margin-top: 5px;"></div>																											

SECRET

## SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OI no later than 30 days after the due date indicated in item 8 of Section "B" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION ED:DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/CI/		6. OFFICIAL POSITION TITLE IO/CI/CH	
7. GRADE OS-15	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 11 February 1957--11 February 1958	
10. TYPE OF REPORT (Check one)	INITIAL <input checked="" type="checkbox"/>	CLASSIFICATION SUPERVISOR <input type="checkbox"/>	SPECIAL (Specify)
	ANNUAL <input type="checkbox"/>	CLASSIFICATION EMPLOYEE <input type="checkbox"/>	

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 5 August 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR S. H. Horton	C. SUPERVISOR'S OFFICIAL TITLE DC/CI
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 1958	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL James Angleton	C. OFFICIAL TITLE OF REVIEWING OFFICIAL C/CI

## SECTION G.

## ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER 5	1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
	5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
	7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE PER WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion of degree of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
3	1	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
3		A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
2/3	1	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
2/3		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

# SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE BASIC EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION OF PERSONNEL  
24 mos.

## 4. COMMENTS CONCERNING POTENTIAL

He is and has been a senior employee for some time.

AUG 13 8 57 AM '58

MAIL ROOM

## SECTION II.

### FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None - is already a senior and experienced officer.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

He is an intense person, who does not relax enough. He should not be chief of a large station nor supervise a large number of persons engaged in diverse work and having numerous problems.

## SECTION I.

### DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITY	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
X	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

(When Filled In)

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER Consult current instructions for completing this report.

FOR THE SUPERVISOR This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

**SECTION A.**

## GENERAL

1. NAME	(Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
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	M	SD/DI
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5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT

8. OFFICIAL POSITION TITLE	
----------------------------	--

DDP/CI/SIU

IO-CL-CH

7. GRADE	8. DATE REPORT DUE IN OF
----------	--------------------------

9. PERIOD COVERED BY THIS REPORT (Inclusive dates)

CG-15 11 February 1957

11 February 1956 - 11 February 1957

10. TYPE OF REPORT  
(Check one)

INITIAL	
ADDRESS	

知事の職務に於ける職務上之の責任を免るるものなり

SPECIAL (Specify)

**SECTION B.**

### CERTIFICATION

1. FOR THE RATER: THIS REPORT ☒ WAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

Rating is so high - no point in sharing & time.

A. CHECK (X) APPROPRIATE STATEMENTS.

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

IF INDIVIDUAL IS RATED "I" IN CI OR O, A WARNING LETTER WAS SENT TO HIM AND COPY ATTACHED TO THIS REPORT.

THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF  
AND PREVIOUS SUPERVISORS.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL ABOVE NOW  
EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEARNESES SO THAT HE KNOWS WHERE HE STANDS.

B. THIS DATE  
10 May 1957

C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR  
S. H. Horton

D. SUPERVISOR'S OFFICIAL TITLE  
Deputy Chief, CI Staff

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

certify that any substantial difference of opinion with the supervisor is reflected in the above section.

THIS DATE

8. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL

C. OFFICIAL TITLE OF REVIEWING OFFICIAL  
Chief, CI Staff

### SECTION C.

## JOB PERFORMANCE EVALUATION

## . RATING ON GENERAL PERFORMANCE OF DUTIES

**INSTRUCTIONS:** Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
  2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
  3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
  4. PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
  5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
  6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

**COMMENTS:**

## SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance <i>May 1957</i> specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as <i>May 1957</i> those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS BOOKS</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
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SECRET



## SECRET

(When Filled In)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICE: Consult current instructions for completing this report.

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## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION SD/DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/CI/SIU		6. OFFICIAL POSITION TITLE IO-CI-CH	
7. GRADE GS-15	8. DATE REPORT DUE IN GP 11 February 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 11 February 1956 - 11 February 1957	
10. TYPE OF REPORT (Check one) <input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> REASSIGNMENT-SUPERVISOR <input type="checkbox"/> REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)		

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 10 May 1957	B. SIGNATURE OF SUPERVISOR S. H. Horton	C. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, CI Staff
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 9 May 1957	B. SIGNED AND PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL James Angleton	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, CI Staff

## SECTION G.

## ESTIMATE OF POTENTIAL

## 1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5 RATING NUMBER	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
4	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
3	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
2	7. AN EXCEPTIONAL PERSON AND IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has (this person) the ability to be a supervisor? ☒ Yes ☐ No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0	HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
	1	BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
	2	BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
	3	BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP USING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUPERVISORS IS FREQUENT (First line supervisors)
	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
3		A GROUP WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	0	WHERE CONTACT WITH IMMEDIATE SUPERVISORS IS NOT FREQUENT
2/3		WHEN IMMEDIATE SUPERVISORS' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2/3		WHEN IMMEDIATE SUPERVISORS INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

## SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATEE EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION **24 mos.**

4. COMMENTS CONCERNING POTENTIAL

Is and has been a senior employee for some time.

May 17 2 33 PM '57  
MAIL ROOM

## SECTION II.

## FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None--is already a senior and experienced officer.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

He is an intense person, who does not relax enough. He should not be chief of a large station nor supervise a large number of persons engaged in diverse work and having numerous problems.

## SECTION I.

## DESCRIPTION OF INDIVIDUAL

**DIRECTIONS** This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

X = HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL

**CATEGORY NUMBER**

1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE

2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE

3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE

4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE

5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. LACKS ORIGINAILITY	5	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. BOMBS BELL UNDER PRESSURE
X	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND LEADS	5	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
5	6. ENJOYS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT NECESSARY SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS JESSETABLE
4	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITH MINIMAL TIME	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET

(When Filled In)

Original - H/Pers.

## FITNESS REPORT (Part I) PERFORMANCE

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICE: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20.470. It is recommended that you read the entire form before completing any portion. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

## SECTION A.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
		M	DI
5. OFFICE/DIVISION BRANCH OF ASSIGNMENT		6. OFFICIAL POSITION TITLE	
CI Staff/Office of Chief/		IO-CI Chief/	
7. GRADE	8. DATE REPORT DUE IN OR	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)	
GS-15	11 February 1956	11 February 1955-11 February 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSESSMENT SUPERVISOR	SPECIAL (Specify)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION B.

## CERTIFICATION

1. FOR THE RATER: THIS REPORT ☐ HAS ☒ HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT.

employee on trip -- will discuss on his return.

## A. CHECK (X) APPROPRIATE STATEMENTS:

<input checked="" type="checkbox"/> THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.	IF INDIVIDUAL IS RATED "5" IN CI OR D, A BARRING LETTER BAR MUST BE PLACED TO HIM OR A COPY ATTACHED TO THIS REPORT.
<input type="checkbox"/> THIS REPORT REPLACES THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.	I CANNOT CERTIFY THAT THE RATED INDIVIDUAL SHOWS NO EVALUATE HIS JOB PERFORMANCE AS TRUE (Specify):
<input type="checkbox"/> I HAVE DISAGREED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHAT HE STANDS.	

11. THIS DATE	12. TYPED OR PRINTED	13. D. SUPERVISOR'S OFFICIAL TITLE
17 Feb 1956	S. H. Horton	Deputy Chief, CI Staff

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY	DATE
Posted Pos. Control	2 NOV 1956
Reviewed by PUD	H/LR

☐ CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
25 OCT 1956	James Angleton	Chief, CI Staff

## SECTION C. JOB PERFORMANCE EVALUATION

## 1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

5 INSERT RATING NUMBER	1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
	2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
	3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF REARNESS.
	4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
	5 - A FINE PERFORMANCE: CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
	6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: 5 is an overall rating. On his present job, he would be a 6.

## SECRET

(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES																											
<p><b>DIRECTIONS:</b></p> <p>a. State in the spaces below up to six of the most important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.</p> <p>b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.</p> <p>c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).</p> <p>d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.</p> <p>e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.</p> <p>f. Be specific. Examples of the kind of duties that might be rated are:</p> <table border="0"> <tr> <td>ORAL BRIEFING</td> <td>HAS AND USES AREA KNOWLEDGE</td> <td>CONDUCTS INTERROGATIONS</td> </tr> <tr> <td>GIVING LECTURES</td> <td>DEVELOPS NEW PROGRAMS</td> <td>PREPARES SUMMARIES</td> </tr> <tr> <td>CONDUCTING SEMINARS</td> <td>ANALYZES INDUSTRIAL REPORTS</td> <td>TRANSLATES GERMAN</td> </tr> <tr> <td>WRITING TECHNICAL REPORTS</td> <td>MANAGES FILES</td> <td>DEBRIEFING SOURCES</td> </tr> <tr> <td>CONDUCTING EXTERNAL LIAISON</td> <td>OPERATES RADIO</td> <td>KEEPS INDEX</td> </tr> <tr> <td>TYPING</td> <td>COORDINATES WITH OTHER OFFICES</td> <td>DRIVES TRUCK</td> </tr> <tr> <td>TAKING DICTATION</td> <td>WRITES REGULATIONS</td> <td>MAINTAINS AIR CONDITIONING</td> </tr> <tr> <td>SUPERVISING</td> <td>PREPARES CORRESPONDENCE</td> <td>EVALUATES SIGNIFICANCE OF DATA</td> </tr> </table> <p>g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.</p>				ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS	GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES	CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN	WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES	CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS INDEX	TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK	TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING	SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA
ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS																									
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES																									
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN																									
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES																									
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS INDEX																									
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK																									
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING																									
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA																									
<p><b>MAIL ROOM</b></p>																											
<p>1. INCOMPETENT IN THE PERFORMANCE OF THIS DUTY</p> <p>2. BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY</p> <p>3. PERFORMS THIS DUTY ACCEPTABLY</p> <p>4. PERFORMS THIS DUTY IN A COMPETENT MANNER</p> <p>5. PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET TO HIS JOB</p> <p>6. PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS</p> <p>7. EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY</p>																											
DESCRIPTIVE RATING NUMBER	1	2	3																								
SPECIFIC DUTY NO. 1	7	SPECIFIC DUTY NO. 2	6																								
Complete reliability in handling sensitive matters	7	General DD/P ops ability	6																								
SPECIFIC DUTY NO. 2	6	SPECIFIC DUTY NO. 3	6																								
Unusually good judgment	6	Ability to evaluate and analyze CE data	6																								
SPECIFIC DUTY NO. 3	6	SPECIFIC DUTY NO. 4	6																								
Alert for new ideas and leads	6	Discretion	6																								
3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE																											
<p><b>DIRECTIONS:</b> Stress strengths and weaknesses, particularly those which affect development on present job.</p> <p>No weaknesses. He is an outstanding employee.</p>																											
SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION																											
<p><b>DIRECTIONS:</b> Take into account here everything you know about the individual's productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents, and how he fits in with your team. Compare him with others doing similar work of about the same level.</p> <p>1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED</p> <p>2. OF DOUBTFUL SUITABILITY - WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW</p> <p>3. A BARELY ACCEPTABLE EMPLOYEE - ABOUT AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION</p> <p>4. OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION</p> <p>5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS</p> <p>6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION</p> <p>7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION</p>																											
6																											
HATING NUMBER																											
IS THIS INDIVIDUAL BETTER SUITED FOR SOME IN SOME OTHER POSITION IN THE ORGANIZATION?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO. IF YES, EXPLAIN FULLY:																										

SECRET

SECRET

(When Filled In)

(Original Off of Pers.)

## FITNESS REPORT (Part II) POTENTIAL

## INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL PRINT on the employee, however, it MUST be completed and forwarded to the OPM no later than 30 days after the due date indicated in item 8 of Section "F" below.

## SECTION E.

## GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX M	4. SERVICE DESIGNATION DI
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT CI Staff/Office of Chief		6. OFFICIAL POSITION TITLE IO-CI Chief	
7. GRADE GS-15	8. DATE REPORT DUE IN OF 11 February 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 11 February 1955-11 February 1956	
10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT SUPERVISOR	SPECIAL (Specify)
	ANNUAL	REASSIGNMENT EMPLOYEE	

## SECTION F.

## CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGMENT OF THE INDIVIDUAL BEING RATED		
A. THIS DATE 17 Feb 1956	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR S. H. Horton	C. SUPERVISOR'S OFFICIAL TITLE Deputy Chief, CI Staff
2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCES OF OPINION IN ATTACHED MEMO.		
A. THIS DATE 17 Feb	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL James Angleton	C. OFFICIAL TITLE OF REVIEWING OFFICIAL Chief, CI Staff

## SECTION G.

## ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES  
DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

5	1. ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	DATE
	2. HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED	1956
RATING NUMBER	3. MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN ASSUME GREATER RESPONSIBILITIES	
	4. READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES	
	5. WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING	
	6. ALREADY ASSUMING MORE RESPONSIBILITIES THAN IS WARRANTED BY PRESENT LEVEL	
	7. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR PROMOTION TO HIGHER LEVEL RESPONSIBILITIES	

## 2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? ☒ Yes ☐ No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER	0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION	1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION	2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION	3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION
ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION		
	3	A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)		
	0	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)		
	0	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)		
	0	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT		
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION		
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX		
		OTHER (Specify)		

FORM NO. 45 (Part II)  
1 NOV 55REPLACES PREVIOUS EDITIONS  
OF FORMS 45 AND 45A WHICH  
ARE OBSOLETE.

SECRET

Potential

(4)

# SECRET

(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION  
**Twelve**

4. COMMENTS CONCERNING POTENTIAL  
**Can handle almost any GS-15 job in DD/P that does not require a particular language or speciality. Would be very good Chief of Station or Base. Is good supervisor.**

OFFICE 9/15/50  
 08579 935 0150  
 MAIL ROOM

SECTION H. FUTURE PLANS  
 1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL  
**None at present**

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS  
**No unusual factors**

SECTION I. DESCRIPTION OF INDIVIDUAL  
 DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

A - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL  
 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE  
 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE  
 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE  
 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE  
 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
5	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSING WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	5	12. KNOWS ORIGINALITY	5	22. IMPLEMENTS DECISIONS RE- CARELESS OF OWN FEELINGS
4	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	5	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	5	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	5	15. RESPONDS WELL TO SUPERVISION	5	25. DISPLAYS JUDGEMENT
5	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
5	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS JERKABLE
5	8. HAS MEMORY FOR FACTS	5	18. IS OBSERVANT	5	28. HIS CRITICISM IS CON-STRUCTIVE
4	9. GETS THINGS DONE	5	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERA- TION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVIS- ION

SECRET

SECRET  
(When Filled In)

W/11 25

# FITNESS REPORT

CODED

The Fitness Report is an important factor in agency personnel management. It seeks to provide:

1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

## INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

Posting Rec Card

20 APR 1955

*Final report due Feb 56.*

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

## SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
		Male	SD-FI
5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
11 February 1947	DEF *	WH *	III *
9. NATURE OF ASSIGNMENT *	10. IF FIELD, SPECIFY STATION:	11. GRADE	
<input type="checkbox"/> DEPARTMENTAL <input checked="" type="checkbox"/> FIELD		GS-0136.01-14	
12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive Dates)		
11 February 1955	28 February 1954 - 11 February 1955		

## SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION \* (0136.01) was on a Special Assignment DATE ASSUMED RESPONSIBILITY FOR POSITION with the Security Research Staff, Security Office from July 1954 to Feb. 1955

2. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

1. Conducted research on an individual counter-intelligence case of great importance to national security, utilizing and analyzing sensitive source material.
2. Conducted liaison with top officials of two [redacted] organizations relating to a sensitive counter-intelligence case.
3. Directed investigation and personally investigated sensitive aspects of a counter-intelligence case on a world wide basis.
4. Assisted in other counter-intelligence cases.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

## SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report ☒ has ☐ has not been shown to the individual rated

THIS DATE	SIGNATURE
11 March 1955	[redacted]
I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)	
THIS DATE	SIGNATURE
	[redacted]

SECRET -  
(When Filled In)

## SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptions are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most persons. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether the phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

## STATEMENTS

## CATEGORIES

STATEMENTS	SAMPLES	NOT OB- SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE	APPLIES TO A REASONABLE DEGREE	APPLIES TO AN ABOVE AVERAGE DEGREE	APPLIES TO AN OUTSTANDING DEGREE
A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X				
B. PRACTICAL.						X	
1. A GOOD REPORTER OF EVENTS.							X
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.							X
3. CAUTIOUS IN ACTION.						X	
4. HAS INITIATIVE.							X
5. UNEMOTIONAL.							X
6. ANALYTIC IN HIS THINKING.							X
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.						X	
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.							X
9. HAS SENSE OF HUMOR.						X	
10. KNOWS WHEN TO SEEK ASSISTANCE.						X	
11. CALM.							X
12. CAN GET ALONG WITH PEOPLE.							X
13. MEMORY FOR FACTS.							X
14. GETS THINGS DONE.						X	
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.							X
16. CAN COPE WITH EMERGENCIES.						X	
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.							X
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.							X
19. HAS WIDE RANGE OF INFORMATION.						X	
20. SHOWS ORIGINALITY.						X	
21. ACCEPTS RESPONSIBILITIES.							X
22. ADMITS HIS ERRORS.						X	
23. RESPONDS WELL TO SUPERVISION.							X
24. EVEN DISPOSITION.							X
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT							X

SECRET



SECRET

<p>(When Filled In)</p>	
26. CAN THINK ON HIS FEET	
27. COMES UP WITH SOLUTIONS TO PROBLEMS.	
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".	
29. TOUGH MINDED.	
30. OBSERVANT.	
31. CAPABLE.	
32. CLEAR THINKING.	
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.	
34. EVALUATES SELF REALISTICALLY.	
35. WELL INFORMED ABOUT CURRENT EVENTS.	
36. DELIBERATE.	
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.	
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.	
39. THOUGHTFUL OF OTHERS.	
40. WORKS WELL UNDER PRESSURE.	
41. DISPLAYS JUDGEMENT.	
42. GIVES CREDIT WHERE CREDIT IS DUE.	
43. HAS DRIVE.	
44. IS SECURITY CONSCIOUS.	
45. VERSATILE.	
46. HIS CRITICISM IS CONSTRUCTIVE.	
47. ABLE TO INFLUENCE OTHERS.	
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.	
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.	
50. A GOOD SUPERVISOR.	

## SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

What are his outstanding strengths?

The ability to analyze a complex problem, arrive at a plan of action, and then implement the plan without omitting any detail relevant to the case.

**B. WHAT ARE HIS OUTSTANDING WEAKNESSES?**

None observed.

**SECRET**

**SECRET**  
(When Filled In)

OFFICE OF PERSONNEL  
MAR 29 11 45 AM '55

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

Ability to concentrate and follow through on an assignment.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? ☒ NO ☐ YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

will carefully study, plan and analyze a problem before taking action. This may initially create the impression of slowness, but because of superior planning, the net result is a high degree of efficiency.

#### SECTION VI

*Read all descriptions before rating. Place "X" in the most appropriate box under subsections A, B, C, & D.*

A. DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.

- ☐ 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- ☐ 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- ☐ 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- ☐ 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- ☐ 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- ☒ 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? ☐ NO ☐ YES. IF YES, WHAT?

was on TDY with this office. He is fully qualified for continued work in this office.

C. DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.

- ☐ 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY... WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- ☐ 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- ☐ 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY... BOTHERED BY MINOR FRUSTRATIONS... WILL QUIT IF THESE CONTINUE.
- ☐ 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT... HAS "WAIT AND SEE" ATTITUDE... WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- ☐ 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY... MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY... THINKS IN TERMS OF A CAREER IN THE AGENCY.
- ☒ 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY... BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- ☐ 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY... WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.

- ☐ 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- ☐ 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- ☐ 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- ☒ 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- ☐ 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- ☐ 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. DIRECTIONS: Consider everything you know about this person in making your rating... skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.

- ☐ 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- ☐ 2. OF DOUBTFUL SUITABILITY... WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- ☐ 3. A BARELY ACCEPTABLE EMPLOYEE... DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- ☐ 4. A TYPICAL EMPLOYEE... HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- ☐ 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- ☒ 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- ☐ 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

**SECRET**

Case officer and staff work. Responsibility, under the Operations Officer, for action against [REDACTED]

4. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT: LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE, AND DATE COMPLETED. **None**

PROFICIENCY IN FOREIGN LANGUAGE	READING EXC GOOD FAIR	SP. LANG EXC GOOD FAIR	UNDERSTANDING EXC GOOD FAIR
French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
German	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Spanish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Portuguese	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN U.S. STATE) LOCATION: **Base Chief**

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT, WHICHEVER IS LATER?  
 MARITAL STATUS: ☒ YES ☒ NO NUMBER OF DEPENDENTS: ☒ YES ☒ NO EMERGENCY ADDRESS: ☒ YES ☒ NO LEGAL ADDRESS: ☒ YES ☒ NO  
 IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DETAIL HEREIN IN THE CASE OF MARRIAGE, THE KINSHIP WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, BROTHERS-IN-LAW, AND SISTERS-IN-LAW.

**28 January 1952**

DATE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT: DATE FROM **June '51** DATE TO **25 Jan 52**  
 OCCASION FOR REPORT: ANNUAL ☐ REASSIGNMENT OF REPORTING OFFICER ☐ PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON ☒ COVERING INITIAL 90 DAYS OF EMPLOYMENT ☐

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? ☒ YES ☒ NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? ☒ YES ☒ NO IF SO, WHAT DUTY OR DUTIES: **Base Chief or Ops chief directing other case officers.**

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 7? ☒ YES ☒ NO IF NO, EXPLAIN IN SECTION 11  
 HAS EMPLOYEE SERVED FOR PROFESSIONAL IMPROVEMENT? ☒ YES ☒ NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? ☒ YES ☒ NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION? **GS-13**

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LEAVE THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION DO NOT LEAVE TO MARK NOT OBSERVED ON ANY QUALITY WHEN APPROPRIATE

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE							<input checked="" type="checkbox"/>
B. INTEREST AND ENTHUSIASM IN WORK							<input checked="" type="checkbox"/>
C. SECURITY CONSCIOUSNESS						<input checked="" type="checkbox"/>	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						<input checked="" type="checkbox"/>	
E. ATTENTION TO DUTY						<input checked="" type="checkbox"/>	
F. JUDGMENT AND COMMON SENSE						<input checked="" type="checkbox"/>	
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE							<input checked="" type="checkbox"/>
H. DISCRETION							<input checked="" type="checkbox"/>
I. INITIATIVE						<input checked="" type="checkbox"/>	
J. ABILITY TO HANDLE AND DIRECT PEOPLE						<input checked="" type="checkbox"/>	
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)							<input checked="" type="checkbox"/>
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						<input checked="" type="checkbox"/>	
M. FACT							<input checked="" type="checkbox"/>
N. SAGACITY (JUDGMENTABILITY)						<input checked="" type="checkbox"/>	
O. LEADERSHIP						<input checked="" type="checkbox"/>	
P. PHYSICAL STAMINA						<input checked="" type="checkbox"/>	
Q. MENTAL STAMINA						<input checked="" type="checkbox"/>	

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU: DEFINITELY ☐ PREFER NOT ☐ BE SATISFIED ☐ BE PLEASED ☒ PARTICULARLY ☐ NOT WANT HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☐ DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT

In the ten months Subj has been under my supervision he has shown an outstanding ability to get work done, even under the pressure of an unusually heavy work load. Subj's willingness to take on additional duties and his indefatigable efforts to discharge all responsibilities are also considered outstanding. Subj's operational and liaison experience show plainly in his handling of ops problems. Subj's ability to organize material and budget his time for greatest efficiency improved notably in the past months. Subj is in every sense a senior intelligence officer.

(IF ADDITIONAL SPACE IS NEEDED ATTACH EXTRA SHEET)

**29 January 1952**

DATE

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

SIGNATURE OF REVIEWING OFFICER

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

CONFIDENTIAL

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL  
OFFICIAL  
REGULAR ( ☒ ) SPECIAL ( )  
PROBATIONAL ( )

As of 20 Sept 1950 based on performance during period from 20 Mar 1950 to 20 Sept 1950

Intelligence Officer GS-130-13

(Title of position, service, and grade)

IASS

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE
<input checked="" type="checkbox"/> If adequate		Administrative, supervisory, or planning..... <input checked="" type="checkbox"/>
<input type="checkbox"/> If weak		All others..... <input type="checkbox"/>
<input checked="" type="checkbox"/> If outstanding		

- ..... (1) Maintenance of equipment, tools, instruments.
- ..... (2) Mechanical skill.
- ..... (2) Skill in the application of techniques and procedures.
- ..... (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ..... (5) Attention to broad phases of assignments.
- ...+ (6) Attention to pertinent detail.
- ..... (7) Accuracy of operations.
- ...+ (8) Accuracy of final results.
- ...+ (9) Accuracy of judgments or decisions.
- ...+ (10) Effectiveness in presenting ideas or facts.
- ..... (11) Industry.
- ..... (12) Rate of progress on or completion of assignments.
- ..... (13) Amount of acceptable work produced. (Is mark based on production records?.....) (Yes or no)
- ...+ (14) Ability to organize his work.
- ...+ (15) Effectiveness in meeting and dealing with others.
- ...+ (16) Cooperativeness.
- ..... (17) Initiative.
- ..... (18) Resourcefulness.
- ...+ (19) Dependability.
- ..... (20) Physical fitness for the work.

- ...+ (21) Effectiveness in planning broad programs.
- ..... (22) Effectiveness in adapting the work program to broader or related programs.
- ...+ (23) Effectiveness in devising procedures.
- ..... (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ..... (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ..... (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ..... (27) Effectiveness in promoting high working morale.
- ..... (28) Effectiveness in determining space, personnel, and equipment needs.
- ..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ...+ (30) Ability to make decisions.
- ..... (31) Effectiveness in delegating clearly defined authority to act.

## STATE ANY OTHER ELEMENTS CONSIDERED

- ...+ (A) Aptitude for Intelligence Profession
- ...+ (B) Discretion
- ..... (C)

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.....	Excellent	Rating official.. <u>Excellent</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....	Good	Reviewing official.. <u>Excellent</u>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by CHAS I. J. 28 Sept 1950  
(Title) (Date)

Reviewed by CHAS I. J. 28 Sept 1950  
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee CO. 3. 50. Report to employee F.  
(Date) (Adjective rating)

**CONFIDENTIAL**

DAVIS, L. SALLER, *Aug. 16, Fortrelangano 43*

# REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )  
OFFICIAL: REGULAR (X) SPECIAL ( )  
PROBATIONAL ( )

As of 20 Sept 1950 based on performance during period from 20 Mar 1950 to 20 Sept 1950

Intelligence Officer GS-130-13

(Title of position, service, and grade)

1438

(Organization—Indicate bureau, division, section, unit, field station)

ON THIS REVIEW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3825A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input checked="" type="checkbox"/> All others..... <input type="checkbox"/>
V If adequate		
- If weak		
+ If outstanding		

- ..... (1) Maintenance of equipment, tools, instruments.
- ..... (2) Mechanical skill.
- ..... (3) Skill in the application of techniques and procedures.
- ..... (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ..... (5) Attention to broad phases of assignments.
- ..... (6) Attention to pertinent detail.
- ..... (7) Accuracy of operations.
- ..... (8) Accuracy of final results.
- ..... (9) Accuracy of judgments or decisions.
- ..... (10) Effectiveness in presenting ideas or facts.
- ..... (11) Industry.
- ..... (12) Rate of progress on or completion of assignments.
- ..... (13) Amount of acceptable work produced. (Is mark based on production records? *Yes or no*)
- ..... (14) Ability to organize his work.
- ..... (15) Effectiveness in meeting and dealing with *others*.
- ..... (16) Cooperativeness.
- ..... (17) Initiative.
- ..... (18) Resourcefulness.
- ..... (19) Dependability.
- ..... (20) Physical fitness for the work.

- ..... (21) Effectiveness in planning broad programs.
- ..... (22) Effectiveness in adapting the work program to broader or related programs.
- ..... (23) Effectiveness in devising procedures.
- ..... (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ..... (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ..... (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ..... (27) Effectiveness in promoting high working morale.
- ..... (28) Effectiveness in determining space, personnel, and equipment needs.
- ..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ..... (30) Ability to make decisions.
- ..... (31) Effectiveness in delegating clearly defined authority to act.

## STATE ANY OTHER ELEMENTS CONSIDERED

- ..... (A) *Aptitude for Intelligence Profession*
- ..... (B) *Discretion*
- ..... (C)

STANDARD		Adjective Rating
Deviations must be explained on reverse side of this form		
Plus marks on all underlined elements, and check marks or better on all other elements rated.....	Excellent	Rating official.. <i>Excellent</i>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....	Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....	Good	Reviewing official.. <i>Excellent</i>
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by *[Signature]* 28 Sept 1950  
(Title) (Date)  
Reviewed by *[Signature]* 28 Sept 1950  
(Title) (Date)

Rating approved by efficiency rating committee *CO 3-50* Report to employee *[Signature]*  
(Date) (Adjective rating)



3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED.

4. PROFICIENCY IN FOREIGN LANG.	READING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-50 STATE)  
TYPE OF DUTY LOCATION

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATER?

MARITAL STATUS ☐ YES ☐ NO NUMBER OF DEPENDENTS ☐ YES ☐ NO EMERGENCY ADDRESSEE ☐ YES ☐ NO LEGAL ADDRESS ☐ YES ☐ NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAILED REPORT IN DUPLICATE HERETO. IN THE CASE OF MARRIAGE, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF SPOUSE, FATHER-IN-LAW, MOTHER-IN-LAW, BROTHERS-IN-LAW AND SISTERS-IN-LAW.

DAYS

SIGNATURE OF EMPLOYEE

# SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT DATE FROM DATE TO OCCASION FOR REPORT ANNUAL ☐ REASSIGNMENT OF REPORTING OFFICER ☐ PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON ☐ COVERING INITIAL 90 DAYS OF EMPLOYMENT ☐

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES? ☐ YES ☐ NO IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES? ☐ YES ☐ NO IF SO, WHAT DUTY OR DUTIES *Second most at present - sized stated*

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? ☐ YES ☐ NO IF NO, EXPLAIN IN SECTION 11  
HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT? ☐ YES ☐ NO DO YOU RECOMMEND EMPLOYEE FOR PROMOTION? ☐ YES ☐ NO IF SO, TO WHAT GRADE AND FOR WHAT POSITION?

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSAT- ISFACTORY	FAIR	GOOD	VERY GOOD	EXCEL- LENT	OUT- STANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE					<input checked="" type="checkbox"/>		
B. INTEREST AND ENTHUSIASM IN WORK					<input checked="" type="checkbox"/>		
C. SECURITY CONSCIOUSNESS				<input checked="" type="checkbox"/>			
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS				<input checked="" type="checkbox"/>			
E. ATTENTION TO DUTY					<input checked="" type="checkbox"/>		
F. JUDGMENT AND COMMON SENSE				<input checked="" type="checkbox"/>			
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE				<input checked="" type="checkbox"/>			
H. DISCRETION					<input checked="" type="checkbox"/>		
I. INITIATIVE				<input checked="" type="checkbox"/>			
J. ABILITY TO HANDLE AND DIRECT PEOPLE					<input checked="" type="checkbox"/>		
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)				<input checked="" type="checkbox"/>			
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION				<input checked="" type="checkbox"/>			
M. TACT					<input checked="" type="checkbox"/>		
N. SAGACITY (NON-GULLIBILITY)				<input checked="" type="checkbox"/>			
O. LEADERSHIP				<input checked="" type="checkbox"/>			
P. PHYSICAL STAMINA					<input checked="" type="checkbox"/>		
Q. MENTAL STAMINA					<input checked="" type="checkbox"/>		

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION, WOULD YOU - DEFINITELY ☐ PREFER NOT ☐ BE SATISFIED ☐ BE PLEASED ☐ PARTICULARLY ☐  
NOT WANT HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☐ DESIRE HIM? ☐

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

*This officer has consistently demonstrated a lack of qualifications essential to a station chief. His graduation in school potentially capable with intelligence, but had no ability to report on classified information. He is totally incapable of handling the duties of a station chief. He is totally incapable of handling the duties of a station chief. He is totally incapable of handling the duties of a station chief.*

(IF ADDITIONAL FACTORS OR RECOMMENDATIONS SHOULD BE STATED, THEY SHOULD BE STATED HERE)

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

SIGNATURE OF REVIEWING OFFICER

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON.

CONFIDENTIAL



2. DESCRIPTION OF DUTIES SINCE LAST EFFICIENCY REPORT. (LIST MOST RECENT FIRST. DESCRIBE CONCISELY BUT FULLY. IN COMPLETE CHARGE OF ADMINISTERING INVESTIGATIVE WORK OF STATION AND SUPERVISING AND ADMINISTERING CLERICAL, STENOGRAPHIC, AND INVESTIGATIVE PERSONNEL, READING CONFIDENTIAL SOURCES OF INFORMATION, AND LIAISON WITH STATE, ARMY, AND NAVY PERSONNEL.

3. IF COURSES OF INSTRUCTION WERE COMPLETED DURING PERIOD OF THIS REPORT, LIST TITLE, LOCATION OF SCHOOL, LENGTH OF COURSE AND DATE COMPLETED. None

4. PROFICIENCY IN FOREIGN LANG.	READING			SPARKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR
Spanish	X				X			X	

5. MY PREFERENCE FOR NEXT DUTY AFTER TERMINATION OF CURRENT ASSIGNMENT IS: (IF IN US-SO REPEAT)

Chief of Station

(LIST ONE OR MORE IN ORDER OF PREFERENCE)

6. HAVE THERE BEEN ANY CHANGES IN PERSONAL STATUS SINCE ORIGINAL EMPLOYMENT OR LAST REPORT - WHICHEVER IS LATEST

MARITAL STATUS

☐ YES  
☒ NO

NUMBER OF DEPENDENTS

☒ YES  
☐ NO

EMERGENCY ADDRESSEE

☐ YES  
☒ NO

LEGAL ADDRESS

☐ YES  
☒ NO

IF THE ANSWER TO ANY OF THE ABOVE IS YES, ATTACH A SEPARATE DETAIL REPORT TO THIS REPORT. IN THE CASE OF MARRIAGE, THE REPORT WILL INCLUDE NAMES, ADDRESSES, AND CITIZENSHIP OF BOTH PARTIES. IN THE CASE OF BROTHERS-IN-LAW AND SISTERS-IN-LAW.

25 March, 1948

DATE

SECTIONS 7 THROUGH 11 TO BE COMPLETED BY IMMEDIATE SUPERVISOR

7. PERIOD COVERED BY THIS REPORT

DATE FROM 1 June 47 DATE TO 16 Apr 48

OCCASION FOR REPORT

ANNUAL ☒ REASSIGNMENT OF REPORTING OFFICER

☐ PROPOSED REASSIGNMENT OF EMPLOYEE REPORTED ON

☐ COVERING INITIAL 90 DAYS OF EMPLOYMENT

8. IS THIS EMPLOYEE QUALIFIED TO PERFORM ALL PRESENT DUTIES?

☒ YES  
☐ NO

IS EMPLOYEE BETTER QUALIFIED FOR OTHER DUTIES?

☒ YES  
☐ NO

IF SO, WHAT DUTY OR DUTIES

DO YOU CONCUR IN EMPLOYEE'S DESCRIPTION OF DUTIES UNDER SECTION 2? ☒ YES ☐ NO IF NO, EXPLAIN IN SECTION 11

HAS EMPLOYEE STRIVEN FOR PROFESSIONAL IMPROVEMENT?

☒ YES  
☐ NO

DO YOU RECOMMEND EMPLOYEE FOR PROMOTION?

☒ YES  
☐ NO

IF SO, TO WHAT GRADE AND FOR WHAT POSITION? In-grade promotion

9. FOR EACH FACTOR OBSERVED CHECK THE APPROPRIATE BOX TO INDICATE HOW THE EMPLOYEE COMPARES WITH ALL OTHERS OF THE SAME CLASSIFICATION WHOSE PROFESSIONAL ABILITIES ARE KNOWN TO YOU PERSONALLY. DO NOT LIMIT THIS COMPARISON TO THE OTHERS NOW UNDER YOUR SUPERVISION. DO NOT HESITATE TO MARK 'NOT OBSERVED' ON ANY QUALITY WHEN APPROPRIATE.

RATING FACTORS	NOT OBSERVED	UNSATISFACTORY	FAIR	GOOD	VERY GOOD	EXCELLENT	OUTSTANDING
A. ABILITY TO WORK AND GET ALONG WITH PEOPLE						<input checked="" type="checkbox"/>	
B. INTEREST AND ENTHUSIASM IN WORK						<input checked="" type="checkbox"/>	
C. SECURITY CONSCIOUSNESS						<input checked="" type="checkbox"/>	
D. ABILITY TO GRASP INSTRUCTIONS AND PLANS						<input checked="" type="checkbox"/>	
E. ATTENTION TO DUTY						<input checked="" type="checkbox"/>	
F. JUDGMENT AND COMMON SENSE						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. ABILITY TO OBTAIN RESULTS AND GET THINGS DONE						<input checked="" type="checkbox"/>	
H. DISCRETION						<input checked="" type="checkbox"/>	
I. INITIATIVE						<input checked="" type="checkbox"/>	
J. ABILITY TO HANDLE AND DIRECT PEOPLE						<input checked="" type="checkbox"/>	
K. PERFORMANCE OF PRESENT DUTIES (ITEM 2)						<input checked="" type="checkbox"/>	
L. ABILITY TO EVALUATE INTELLIGENCE INFORMATION						<input checked="" type="checkbox"/>	
M. TACT						<input checked="" type="checkbox"/>	
N. SAGACITY (NON-GULLIBILITY)						<input checked="" type="checkbox"/>	
O. LEADERSHIP						<input checked="" type="checkbox"/>	
P. PHYSICAL STAMINA						<input checked="" type="checkbox"/>	
Q. MENTAL STAMINA						<input checked="" type="checkbox"/>	

10. INDICATE YOUR ATTITUDE TOWARD HAVING THIS EMPLOYEE UNDER YOUR COMMAND OR SUPERVISION. WOULD YOU DEFINITELY ☐ PREFER NOT ☐ BE SATISFIED ☐ BE PLEASED ☒ PARTICULARLY ☐ NOT WANT HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☐ TO HAVE HIM? ☒ DESIRE HIM?

11. ENTER HERE ANY DESIRED REMARKS PERTAINING TO PARTICULAR QUALIFICATIONS OR LACK THEREOF WHICH ARE CONSIDERED PERTINENT TO THE EVALUATION OF THIS EMPLOYEE. OUTSTANDING ASSETS AND/OR SERIOUS LIMITATIONS SHOULD BE STATED ALSO REASONS FOR AND RECOMMENDATIONS AS TO REASSIGNMENT WILL BE GIVEN IF APPROPRIATE TO THIS REPORT.

At the end of a year of operations, [redacted] record corresponds with his previous achievements in the same class of work. He is an exceptionally steady, industrious and conscientious officer. He obtains results and has proved his ability to handle all aspects of the job assigned.

Since his previous report, he has not expanded his intelligence coverage to the point desirable in an area of importance as that where he is working. This may be due partly to an insufficient number of assistants, and an increase in his family may also be a factor which has prevented him from increasing his output. In Embassy (over)

8 April 1948

DATE

(IF REVIEWING OFFICER OR CHIEF OF STATION DOES NOT CONCUR WITH THIS REPORT, EXCEPTIONS WILL BE STATED IN SPACE PROVIDED ON THE REVERSE SIDE HEREOF)

SIGN

OFFICER

SIGNATURE OF REVIEWING OFFICER

UNDER NO CIRCUMSTANCES IS THIS REPORT TO BE SHOWN TO THE EMPLOYEE REPORTED ON

CONFIDENTIAL

A. THE REPORTING OFFICER IS GRANTED BY THE EMPLOYEE'S IMMEDIATE SUPERVISOR, IN OTHER WORDS THE PERSON WHO IS PRIMARILY BEST ACQUAINTED WITH THE EMPLOYEE'S WORKING EFFICIENCY, HOWEVER, DEPENDING UPON CIRCUMSTANCES, THE CHIEF OF STATION MAY DECIDE WITH TO ENTRUST THE IMMEDIATE SUPERVISOR WITH THIS RESPONSIBILITY. IN ANY CASE, THE CHIEF OF STATION WILL EMERGE OR MODIFY THE RATING OF THE REPORTING OFFICER WHEN SUCH CHANGES OR MODIFICATIONS ARE CALLED FOR. THE CHIEF OF STATION IS ULTIMATELY RESPONSIBLE FOR THE ACCURACY OF FACTS AND STATEMENTS WHICH APPEAR ON THE STATUS AND EFFICIENCY REPORT. IN MANY CASES, ESPECIALLY IN A SMALL UNIT, THE CHIEF OF STATION MAY WISH TO FILL OUT ALL THE REPORTS HIMSELF.

2. IN ADDITION TO THE ANNUAL REPORT, THE FOLLOWING SPECIAL REPORTS, UTILIZING THE SAME FORM, WILL BE RENDERED:

A. UPON COMPLETION OF FIRST NINETY (90) DAYS OF SERVICE AT A STATION.

B. UPON RELIEF OR REASSIGNMENT OF REPORTING SENIOR.

C. UPON DETERMINATION OR RECOMMENDATION THAT AN EMPLOYEE IN A FIELD STATION SHOULD BE REASSIGNED TO ANOTHER STATION OR RETURNED TO U.S. FOR REASSIGNMENT OR OTHER DISPOSITION. SUCH REPORT WILL BE FORWARDED SO AS TO REACH THE WASHINGTON HEADQUARTERS AT THE EARLIEST POSSIBLE DATE AFTER SUCH REASSIGNMENT DETERMINATION IS MADE. IF POSSIBLE, THE REPORT SHOULD BE SENT IN AT LEAST THREE MONTHS PRIOR TO PROPOSED REASSIGNMENT IN ORDER THAT ALL TIME POSSIBLE MAY BE DEVOTED TO APPRAISAL AND EVALUATION. IF CONSIDERATION OF REASSIGNMENT IS BEING GIVEN WITHOUT EMPLOYEE'S KNOWLEDGE, ITEMS 1 TO 6 WILL BE FILLED IN AS FAR AS POSSIBLE BY THE RATING OFFICER WITHOUT REFERRAL TO EMPLOYEE.

3. IN FAIRNESS TO THE INDIVIDUAL BEING RATED AND IN THE INTEREST OF THE GOVERNMENT, THE IMPORTANCE OF CAREFULLY PREPARED AND ACCURATE EFFICIENCY REPORTS CANNOT BE OVERSTRESSED. THE FOLLOWING BASIC PRINCIPLES OF RATING SHOULD ALWAYS BE KEPT IN MIND:

A. ALWAYS BASE YOUR JUDGMENT ON:

(1) WHAT YOU HAVE OBSERVED THE INDIVIDUAL DO OR FAIL TO DO.

(2) THE INDIVIDUAL'S

(3) STRIKING INCIDENT.

(4) FACTS UNDER CONSIDERATION.

BE USED TO RATE ALL CIVILIAN EMPLOYEES. BUT REPORTING OFFICERS SHOULD BEAR IN MIND THAT DIFFERENT STANDARDS PREVAIL IN DIFFERENT ASSIGNMENTS WHEREAS IT IS NECESSARY, FOR EXAMPLE, THAT AN INTELLIGENCE OFFICER POSSESS INITIATIVE, THIS SAME TRAIT IS NOT ALWAYS DESIRABLE, EXCEPT IN A MINOR WAY, FOR A TYPIST. THE RATINGS AND EVALUATIONS SHOULD BE IN REFERENCE TO THE JOB - THE ACTUAL WORK ASSIGNMENT FOR WHICH THE PARTICULAR EMPLOYEE IS BEING PAID. EVERY EFFORT SHOULD BE MADE TO ARRIVE AT A JUST ESTIMATE OF THE QUALITIES OF THE PERSON REPORTED ON FOR THE PERIOD COVERED BY THE REPORT. AVOID EXAGGERATIONS AND SUPERLATIVES. THEY DETRACT FROM THE VALUE OF A REPORT AND ARE UNFAIR TO OTHERS.

B. BIASED OPINIONS BASED ON PERSONAL LIKES AND DISLIKES MUST BE SCRUPULOUSLY AVOIDED. IT SHOULD BE BORNE IN MIND THAT THE PREPARATION OF EFFICIENCY REPORTS IS AN IMPORTANT FUNCTION OF ALL SUPERVISORS OF EMPLOYEES, AND THE ACCURATE AND TRUE EVALUATIONS EXPRESSED THEREIN ARE A DIRECT REFLECTION UPON HIS OWN ABILITY AND QUALIFICATION FOR THE POSITION HE HOLDS.

C. NO REPORTS WILL BE RENDERED COVERING PERIODS OF LESS THAN 90 DAYS OBSERVED SERVICE.

4. REPORTS WILL NORMALLY BE CLASSIFIED CONFIDENTIAL; HOWEVER, THE CLASSIFICATION MAY BE RAISED IF DEEMED ADVISABLE BY RATING OFFICER.

5. REPORTS WILL NEVER BE SHOWN TO THE EMPLOYEE REPORTED ON.

#### DISPOSITION OF REPORTS

1. REPORTS WILL BE FORWARDED TO THE APPROPRIATE BRANCH CHIEF IN WASHINGTON HEADQUARTERS WITHIN TEN (10) DAYS AFTER THE CLOSE OF THE REPORTING PERIOD.

2. IF THE REPORTING OFFICER IS THE CHIEF OF STATION, REPORTS WILL BE FORWARDED BY HIM TO THE APPROPRIATE BRANCH CHIEF IN WASHINGTON HEADQUARTERS.

3. IF THE REPORTING OFFICER IS NOT THE CHIEF OF STATION, THE REPORT WILL BE REFERRED TO THE NEXT IN COMMAND FOR REVIEW AND FINALLY TO THE CHIEF OF STATION FOR FORWARDING TO WASHINGTON HEADQUARTERS.

4. UPON RECEIPT OF REPORT IN WASHINGTON HEADQUARTERS, THEY WILL BE REVIEWED BY THE BRANCH CHIEFS PROMPTLY AND THEN REFERRED TO THE ASSISTANT EXECUTIVE FOR PERSONNEL FOR RETENTION IN THE PERSONNEL FILE OF THE EMPLOYEE.

A. IF A CHANGE OF PERSONAL STATUS IS REPORTED UNDER SECTION 8, ONE COPY OF SUCH REPORT WILL BE DETACHED AND SENT TO THE SECURITY OFFICE.

ANY DESIRED REMARKS OF REVIEWING OFFICER AND/OR CHIEF OF STATION  
relations, however, he has scored great success and was the subject of a special  
commendatory letter written by the new Ambassador, Honorable Walter Donnelly, to the  
Department of State. His report writing is precise and clear but tends to be in-  
clusive of too much detail. In this respect it is felt that he is following the  
practice of his previous employment with the FBI and that his training in the methods  
of our own organization was insufficient inasmuch as he departed for his post before  
full completion of the training course. A temporary assignment in Washington would  
be profitable to him in order to get the spirit and methods of revised intelligence  
operations and reporting.  
He is a Chief of Station which this Branch particularly desires; and if he wishes  
to remain at his present post on termination of his contract, it is recommended that  
he be so reassigned inasmuch as he has developed a keen personal interest and correspondin  
knowledge of this very important area.

14-00000

Statement re Change in Number of  
Dependents:

I hereby certify that on 16 July, 1947,  
there was born to me and my wife a son,  
the name of whom has been previously  
furnished to Washington.

**CONFIDENTIAL**

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

**1**

**FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach.

**2**

**FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

NAME (last) (first) (middle) | DATE OF BIRTH (month, day, year) | SOCIAL SECURITY NUMBER

HAVE YOU EVER BEFORE FILED AN "ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE"? ☒ YES ☐ NO  
If "YES," your last such form remains in effect and you should not file this new form unless you want to change the old one. (See Instructions for Employees on page 4.)

**3**

**MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance

☐  
(A)

**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
OPTIONAL but  
do want  
regular  
insurance

☒  
(B)

**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance

☐  
(C)

**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

**4**

**DATE AND SIGN. RETURN THE ENTIRE FORM TO  
YOUR EMPLOYING OFFICE.**

SIGNATURE (do not detach)

DATE

*December 2, 1968*

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

PERSONNEL  
OFFICE OF

DEC 3 11 13 AM '68

PERSONAL AFFAIRS  
BRANCH

See Table of Effective Dates on back of Original

**ORIGINAL COPY—Retain in Official Personnel Folder**

STANDARD FORM No. 176  
APRIL 1968  
FPM Supplement 870-1

SECRET

**ELECTION, DECLINATION, OR WAIVER  
OF LIFE INSURANCE COVERAGE**  
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

**IMPORTANT  
AGENCY INSTRUCTIONS  
ON BACK OF ORIGINAL**

**TO COMPLETE THIS FORM—**

1

**FOLLOW THESE GENERAL INSTRUCTIONS:**

- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2

**FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):**

	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
	LOCATION (City, State, ZIP Code)	

3

**MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):**

Mark here  
if you  
**WANT BOTH**  
optional and  
regular  
insurance



**ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE**

I elect the \$10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here  
if you  
**DO NOT WANT**  
OPTIONAL but  
do want  
regular  
insurance



**DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE**

I decline the \$10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here  
if you  
**WANT NEITHER**  
regular nor  
optional  
insurance



**WAIVER OF LIFE INSURANCE COVERAGE**

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the \$10,000 additional optional insurance unless I have the regular insurance.

4

**SIGN AND DATE. IF YOU MARKED BOX "A" OR "C",  
COMPLETE THE "STATISTICAL STUB." THEN RETURN  
THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.**

SIGNATURE (do not print)

\_\_\_\_\_

DATE

February 16, 1968

**FOR EMPLOYING OFFICE USE ONLY**

(official receiving date stamp)

OFFICE OF PERSONNEL  
FEB 23 8 42 AM '68

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

SECRET

STANDARD FORM No. 176-T  
JANUARY 1968  
(For use only until April 14, 1968)  
176-104

SECRET  
EYES ONLY

21 OCT 1955

MEMORANDUM FOR: Secretary, Clandestine Services Career  
Service Board

SUBJECT : Promotion to GS-16 - [REDACTED]

1. [REDACTED] is our only candidate for promotion to GS-16. He supervises and performs important and complex counterintelligence duties which relate to the interests of the intelligence community.

2. [REDACTED] is a superior counterintelligence officer whose experience dates back to his service with the FBI during which time he was stationed in South America for three years. Since entering on duty with CIG in February 1947 he has been COS in [REDACTED] Mr. [REDACTED] has been Chief, Special Investigation Group since February 1955.

[REDACTED]  
James Angleton  
Chief, Counter Intelligence Staff

SECRET  
EYES ONLY



**SECRET**  
**CENTRAL INTELLIGENCE AGENCY**  
WASHINGTON 25, D. C.

**OFFICE OF THE DIRECTOR**

5 JAN 1956

**MEMORANDUM FOR:**

**SUBJECT:**

**Notification of Membership in the Career Staff**

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 1 July 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE**

**Chairman, CIA Selection Board**

**Noted:**

Career Staff  
Office of Personnel

3 FEB 1956

**Date:** 10 FEB 56





## Agreement

AGREEMENT made this 29th day of November, 19 61,  
effective the 8 day of December, 19 61, by and  
between the United States of America (hereinafter referred to as  
the [redacted] represented by the Central Intelligence Agency,  
and [redacted] (hereinafter referred to as the  
Employee).

### RECITALS

A. The Government desires the services of the Employee for  
CIA under circumstances requiring the Employee to receive a For-  
eign Service Staff Corps designation from the [redacted]  
and proposes to send the Employee overseas to [redacted]  
for operations in the general area  
of \_\_\_\_\_.

B. The Employee desires as an employee of the Government to  
serve CIA abroad under the supervision and control of the Assist-  
ant Director for Special Operations, CIA, (ADSO) and is willing to  
accept a designation in the Foreign Service Staff Corps with the  
obligations thereof.

In consideration of the premises, the mutual covenants and  
promises herein contained, and for other good and valuable con-  
siderations, the parties hereto agree as follows:

ARTICLE I. Relationship of Employee to the Department of  
State. The Employee, in so far as possible, shall abide by all  
the rules, regulations, and customs of the Foreign Service of the  
United States which affect personnel of the Foreign Service Staff  
Corps in order to appear as a normal member of the Foreign Service  
establishment.

1. The Employee shall rigidly comply with the provisions  
of Title X, Part A of the Foreign Service Act of 1946, prohibiting  
officers and employees of the Foreign Service from:

- (a) Wearing uniforms;
- (b) Accepting presents from foreign governments;
- (c) Engaging in business abroad;
- (d) Correspondence on affairs of foreign governments;
- (e) Political, racial, religious, or color discrim-

ination.

2. The Chief of the Foreign Service establishment and certain other key members of his staff will know about the Employee's status and relationship under the terms of the TOP SECRET agreement between the Department of State and CIA. Other personnel may discover that there are certain irregularities in travel orders, position numbers, pay accounts, and other internal administrative procedures of the Foreign Service. Nevertheless, the Employee shall not divulge his relationship to CIA except with the expressed approval of the ADSO. While serving abroad, he shall for normal administration be under the control of the Chief of the Foreign Service establishment to which he is attached, but for operations, including travel as specified below, he shall be under the control of CIA.

3. The travel of the Employee shall be governed as follows:

(a) For temporary duty outside the continental limits of the United States within or beyond the Employee's stipulated area, he shall perform CIA operational travel as directed by the ADSO or his designee with the consent of the Chiefs of the Foreign Service establishment involved. TD travel customary and necessary in the performance of routine Foreign Service Staff functions may be performed without clearance from the ADSO.

(b) For any travel to the United States, either temporary duty or permanent change of station, the Employee shall travel only at the direction of the ADSO after clearance has been arranged through the State Department in Washington.

(c) All travel will be directed and performed in accordance with Foreign Service rules and regulations.

4. Although the Employee's Foreign Service Staff Corps title, location, appointment, Foreign Service class, and other pertinent information may be published in the Foreign Service list and other publications of the Department of State, such listings shall not affect his employment and the obligations and duties stipulated in this contract.

5. All payments to be made under this contract, including reimbursement for travel expenses, shall be made to the Employee by the Department of State except payments referred to in ARTICLE II, Section 4.

ARTICLE II. Relationship of Employee to CIA. Although for all intents and purposes it will appear as though the Employee is employed by the Department of State as indicated in ARTICLE I above, he shall in fact be employed by and under the operational control of CIA. In so far as possible, he will be expected to abide by the rules, regulations, customary practices, and courtesies of the Foreign Service, but his ultimate responsibility will be to CIA. In the event of any conflict of authority in the field between the Department of State and CIA, the matter shall be referred to the ADSO for resolution.

1. The line of authority for the Employee shall be as follows:

- (a) Senior Representative of OSO at Foreign Service establishment.
- (b) OSO Foreign Branch Chief in Washington.
- (c) Chief of Operations, OSO.
- (d) ADSO
- (e) Director of CIA.

2. All travel shall be directed by the ADSO in accordance with ARTICLE I, Section 3. The Employee shall request appropriate Foreign Service clearance for travel through the Senior OSO Representative at the Foreign Service establishment, who shall be responsible for arranging such clearance.

3. It is understood and agreed that the Employee's overseas assignment is to be for a minimum period of two years from the date of his arrival at his overseas post of duty, unless terminated by the Government for its convenience. If the assignment is terminated in less than twenty-four months at the Employee's request, the following shall prevail:

(a) If the Employee resigns in less than twelve months from the date of his arrival at his overseas post of duty, he shall reimburse CIA for all travel expenses involved in the transportation of himself, his immediate family, household goods, and personal effects to the foreign station, and pay all such expenses for return to the United States. Such expenses for return to the United States and amounts expended by the Government on account of such travel and transportation shall be considered a debt due by the Employee to the United States.

(b) If the Employee desires to terminate between the twelfth and twenty-fourth month from the date of his arrival at his overseas post of duty, he shall pay all expenses for the travel and transportation of himself, his immediate family, household goods, and personal effects to the United States.

4. If deemed necessary by CIA, the Employee may be reimbursed or advanced funds for operational expenses. Such amounts must be advanced or reimbursement made in accordance with CIA regulations, which require a full accounting of the amounts expended by the Employee. Therefore, the Employee will be required to account fully for any such funds advanced or reimbursed in accordance with CIA regulations.

ARTICLE III. Overseas Allowances and Transportation Expenses. When specifically authorized by the ADSO, the expenses of travel and transportation of the Employee, his immediate family, household goods and effects, including personally owned automobile and other allowances, will be paid the Employee in accordance with the Foreign Service Act of 1946 and regulations issued thereunder by the Department of State. When authorized by the ADSO, the Employee shall be paid a quarters allowance, cost of living allowance, or special foreign living allowance in accordance with the Foreign Service Act of 1946 and regulations issued thereunder. The amount of quarters and cost of living allowances and the special foreign living allowance is set forth in Bureau of the Budget Circular A-8, which is amended periodically to reflect adjustments in price indexes. Therefore, such allowances will be subject to change, and the amounts paid will vary according to Budget Circular A-8.

ARTICLE IV. Annual and Sick Leave. The Employee shall be permitted annual leave, sick leave, and leave of absence in accordance with Title IX, Part D of the Foreign Service Act of 1946. Under such Act, the Employee may be granted not to exceed sixty calendar days annual leave of absence with pay in each year. Annual leave which the Employee may receive and which is not used in any one year shall be accumulated for succeeding years until it totals 180 days. Sick leave with pay may be granted to the Employee at the rate of fifteen calendar days each calendar year and may be accumulated for succeeding years until it totals 120 days.

1. If the Employee is transferred from another Government Agency to this position, any annual or sick leave standing to his credit in such Agency, may be transferred, if appropriate, in accordance with E. O. 9837, 27 March 1947, issued pursuant to Section 935 of the Foreign Service Act of 1946.

ARTICLE V. Return to the United States. The Employee shall be ordered to the United States on leave of absence or permanent change of station upon completion of two years continuous service abroad or as soon as possible thereafter.

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ARTICLE VI. Retirement. The Employee occupies a position within the purview of the Civil Service Retirement Act. Accordingly, deductions shall be made at the rate provided by law (presently ~~5%~~ <sup>14</sup>) from the Employee's basic salary and placed in the Civil Service Retirement Fund. The Employee may not avail himself of the provisions of the Foreign Service Retirement and Disability System, provided for in Title VIII of the Foreign Service Act of 1946.

ARTICLE VII. Medical Care and Hospitalization. In the event of illness or injury to the Employee requiring hospitalization not the result of vicious habits, intemperance, or misconduct on his part, and incurred in the line of duty while assigned abroad, the expenses of treatment of such illness or injury at a suitable hospital or clinic, ~~or~~ transportation expenses to such hospital or clinic may be paid by the Government in accordance with Title IX, Part E of the Foreign Service Act of 1946. Under appropriate regulations, a physical examination of the Employee will be made, together with necessary inoculations, or vaccinations, or the expense thereof will be paid to the Employee.

1. In the event of the death or disability of the Employee, the Employee or his dependents shall be afforded the benefits of the United States Employees' Compensation Act of 7 September 1916, as amended.

ARTICLE VIII. Equipment. The Employee may be furnished technical equipment and supplies to assist in the rendition of services hereunder, including an automobile where necessary. The Employee shall be responsible for such equipment and supplies issued to him by CIA in accordance with CIA Property Regulations. All such material shall remain the property of the Government regardless of any apparently conflicting ownership or the manner of registration.

ARTICLE IX. Salary. The Employee shall receive a basic salary of \$8481.00 (FCS-3) per year in accordance with Section 415 of the Foreign Service Act of 1946. In-class promotions shall be granted to the Employee in accordance with regulations established in the Department of State pursuant to Title VI, Part E, Section 642 of the Foreign Service Act of 1946. Other changes in status will be made only as specifically authorized by the ADSO.

ARTICLE X. Continuance of Pay and Allowances. If the Employee is determined by CIA to be absent in a status of "Missing", "Missing in Action", "Interned in a Neutral Country", "Captured by an Enemy", "Beleaguered", or "Besieged", he shall for the period he is determined to be in any such status be entitled to receive or to have credited to his account the same pay and allowances to which he was entitled at the beginning of such period of absence. Continuance of pay and allowances as specified above shall be as prescribed in the Missing Persons Act of 1942 (50 U.S.C.A. App 1001-1015, 7 March 1942).

ARTICLE XI. General. The Employee shall comply with the following provisions, and violation thereof by the Employee shall be deemed a breach of this contract.

1. In participating in the programs and activities of any private organization, the Employee shall make it clear that the Department of State has no official connection with such organization and that it does not sponsor or sanction the viewpoints which he may express. In general, his relations with private organizations shall be governed by applicable Foreign Service Regulations.

2. Neither the Employee nor the members of his family shall act as correspondents for American or foreign newspapers, press syndicates, or associations unless special authorization has been obtained in advance from the ADSO. He shall not write for publication any article or other manuscript on political or controversial subjects. Articles or manuscripts on nonpolitical or noncontroversial subjects shall be submitted to the ADSO for review and approval prior to their submission to a publisher.

3. Neither the Employee nor members of his family shall correspond privately on personnel or other official matters with members of Congress, or officers in the Department of State, CIA, or other Governmental agencies.

4. Members of the Employee's family shall not be employed in the same Foreign Service office except during grave emergencies or when special authorization has been obtained in advance of employment from both the Department of State and CIA.

5. Before contracting marriage with a person of foreign nationality, the Employee shall request and obtain permission from the appropriate officials in both the Department of State and CIA. Any such marriage with an alien without obtaining advance permission shall be deemed a breach of this contract and shall result in termination of service with the Government.

6. In the event the Employee desires to resign from the service overseas, he shall submit a written resignation addressed to the ADSO, who will take appropriate steps to clear the matter with the Department of State.

ARTICLE XII. Security. This contract contains information affecting the national defense of the United States within the meaning of the Espionage Act (50 U.S.C. 31 and 32, as amended). Its transmission or the revelation of its contents in any manner to an unauthorized person is prohibited by law. Violation of this ARTICLE or any security agreement signed by the Employee with the Government shall result in immediate disciplinary action, which may include suspension, separation from Government service, and may subject the Employee to criminal prosecution under the Espionage Act.

1. The termination of this contract will not release the Employee from the provisions of any security oaths which he may be required to take by CIA.

2. The Employee shall not publish, transmit, or divulge in any manner, information received by him as the result of his employment by the Government under this contract without specific written authority from the Director, CIA.

ARTICLE XIII. Orders and Directives. Orders and Directives received by the Employee from competent authority, including instructions received in briefing and training, shall be complied with by the Employee. No promises or commitments to the Employee of any nature whatsoever, beyond and in addition to the terms hereof, shall be binding on the Government unless and until such promise or commitment is reduced to writing and approved by an authorized official of CIA, and such writing placed with this contract thereby becoming an amendment hereto.

ARTICLE XIV. Amendments. The Government may at any time amend this contract and may terminate this contract upon thirty day prior notice to the Employee. If the Government proposes to amend this contract by reducing the salary provided for in ARTICLE IX (including class promotions, or other authorized increases, if any) and such reduction is unacceptable to the Employee, resignation by the Employee for such reason shall be considered as a termination of this contract for the convenience of the Government. Where the Employee is directed to proceed to a new post on a permanent change of station by the ADSO, this contract will be deemed to have been amended to the extent of such change.



ARTICLE XV. Special Provisions. The following special provisions shall apply to the Employee under this contract:

Part (a) of Section 3 of ARTICLE II shall not apply to employees who have served in a departmental position with CIA or who have served an overseas tour of duty with CIA, and in such case, Part (b) of Section 3 of ARTICLE II shall be deemed amended to read as follows: "(b) If the Employee desires to terminate or return to the United States prior to the expiration of twenty-four months from the date of his arrival at his overseas post of duty, he shall pay all expenses for the travel and transportation of himself, his immediate family, household goods and personal effects to the United States."

ARTICLE IX does not apply. The employee shall receive an annual salary of \$9600.00 (GS-14), and, during the period of official duty overseas shall receive allowances based on such annual salary (including ~~xxxxxxxxxxxx~~ subsequent increases) computed in accordance with applicable Foreign Service Regulations. Initially, the sum of \$3481.00 per annum ~~XXXXXX~~ (PSS-3) (plus in-class or class promotions) directly by the Department of State. The difference between the authorized CIA salary and the salary paid by the Department of State, plus the difference, if any, between ~~xxxxxxxx~~ allowances based on the authorized CIA salary and the allowances based on salary payments by the Department of State and paid by them, shall be paid to the employee in accordance with his written instructions.

A lump sum payment for annual leave is to be paid up to 2 December 1951. Sick leave is to be held in escrow until such time as subject reverts back to GS-status, at which time, accrued sick leave will be credited.

In the event any of the provisions in this Article are inconsistent with the provisions of any other Article in this contract, the provisions of this Article XV, shall govern and be determinative of the rights and obligations under this contract.

UNITED STATES OF AMERICA

WITNESS



~~XXXXXXXXXXXXXXXXXXXX~~  
CHIEF, OVERSEAS SECTION


APPROVED:

\_\_\_\_\_  
Chief of Operations

\_\_\_\_\_  
Assistant Director for  
Special Operations

BY:

  
AK  
C  
A



CENTRAL INTELLIGENCE AGENCY  
Washington 25, D. C.

ER 2-2961a

Office of the Director

19 October 1951

MEMORANDUM FOR: ASSISTANT DIRECTOR FOR OPERATIONS  
ASSISTANT DEPUTY, INSPECTION & SECURITY

SUBJECT: Appreciation for Work of CIA Personnel

1. It is a pleasure to forward the attached memorandum from Major General Ralph J. Canine, Director, Armed Forces Security Agency.

2. Please express my personal appreciation to each of the individuals mentioned therein for their excellent cooperation in connection with this operation.

/s/

WALTER B. SMITH  
Director

Enclosure -  
Memo dtd 12 Oct 51

COPY

14-00000

FILE

DEPARTMENT OF DEFENSE  
Armed Forces Security Agency  
Washington 25, D. C.

In reply refer to

Serial: 1691

12 October 1951

MEMORANDUM FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

SUBJECT: Appreciation of Work of CIA Personnel

1. Between 1 August and 15 August 1951, in support of a special Armed Forces Security Agency operation, [redacted]

[redacted] executed their additional assigned duties in an efficient and admirable manner. They consistently demonstrated initiative, interest, and a spirit of cooperation which assured the success of this operation.

2. I am gratified by this further demonstration of support of the Armed Forces Security Agency by the Central Intelligence Agency and I should be grateful if you would express to these gentlemen my appreciation of a job well done.

/s/

RALPH J. CANINE  
Major General, US Army  
Director, Armed Forces Security Agency

COPY

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

CIA

(Department or agency)

(Bureau or division)

(Place of employment)

I, , do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, **SO HELP ME GOD.**

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

2 October 1951  
(Date of entrance on duty)

Subscribed and sworn before me this 2 day of October, A. D. 1951,

at WASHINGTON, D. C.  
(City)

[SEAL]

(Title)

**NOTE.**—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.

## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a

If, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATURAL SHIP	MAR- RIED (Check one)	SINGLE
		1. ....			
		2. ....			
		3. ....			
		1. ....			
		2. ....			
		3. ....			
		1. ....			
		2. ....			
		3. ....			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	ITEM NO.	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X			
2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? <i>If your answer is "Yes", give details in Item 10.</i>		X		
3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? <i>If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.</i>		X		
4. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED OR FORNED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <i>If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.</i>		X		
5. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED \$5 OR LESS, OR FOR FIFTH OR LATERAL OF 15 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? <i>If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation, (3) the name and location of the court, (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.</i>		X		

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. If a physical appearance may be questioned against the medical certificate, the appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this restriction. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for its decision.

## APPOINTMENT AFFIDAVITS

### INFORMATION FOR APPOINTEE

**NOTE.**--Before he can be appointed, an applicant for a Federal position must meet certain requirements over and above the requirement that he be able to do the work he is employed to do. On the attached form you are to swear (or affirm) that you meet these requirements. In addition, there are certain restrictions upon your conduct as a Federal employee. They are set forth on this sheet. You should familiarize yourself with these restrictions and be guided by them. *Detach this portion of the form and retain it for your information and guidance.*

#### I. INFORMATION ABOUT APPOINTMENTS

Persons selected from competitive registers will receive either a temporary or a probational appointment.

For persons receiving a probational appointment, the first year of service is a probationary period unless a shorter period is fixed for the position by the Civil Service Commission. Satisfactory completion of probation is required for absolute appointment.

The completion of probation is required when a person who is reinstated or transferred has not previously completed a probationary period.

Persons receiving probational appointments are included under the Civil Service Retirement Act.

Appointments specifically limited to 1 year or less are usually considered temporary appointments.

For excepted appointments, a trial period may be required at the discretion of the employing agency.

#### II. MEMBERS-OF-FAMILY RESTRICTION

Except for persons entitled to veteran preference, no person may be probationally appointed to a position in the competitive service if there are two or more members of his family already serving in the competitive service under probational or permanent appointments. A family is defined by the Attorney General as persons who live under the same roof with the head of the family and form part of his household. When they branch out and become heads of new establishments, they cease to be part of the old family. Minors do not establish another family merely by living at an address different from that of their parents. An appointment is illegal if the appointee is disqualified by the members-of-family restriction.

#### III. APPOINTMENTS ARE SUBJECT TO INVESTIGATION

All probational appointments, reappointments, reinstatements, conversions to competitive appointments, inter-agency transfers, and certain temporary appointments are "subject to investigation" for an 18-month period. During this period, the Civil Service Commission has authority to instruct an agency to separate an employee for any of the reasons given below except that the Commission's authority is not limited by the 18-month period in cases described under Items 4, 5, and 8 below. The condition "subject to investigation" expires automatically at the end of 18 months of service unless an appeal on loyalty matters is pending. However, an employing agency may remove an employee for any of the reasons given below at any time.

Any of the following reasons constitutes sufficient cause for the removal of an employee from the service:

1. Conduct or capacity of such a nature that removal will promote the efficiency of the service.
2. Physical or mental unfitness for the position he holds.
3. Criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct.
4. Establishment of the fact that the employee has made intentional false statements or engaged in deception or fraud in examination or appointment.
5. Refusal to furnish testimony to the Civil Service Commission or its authorized representatives in regard to matters inquired of arising under the Civil Service Act, Rules, and Regulations.
6. Habitual use of intoxicating beverages to excess.
7. Reasonable grounds exist for belief that the person involved is disloyal to the Government of the United States (see Section IV).

8. Any legal or other disqualification which makes the applicant unfit for Federal employment.

#### IV. SUBVERSIVE ACTIVITY AND AFFILIATION

Section 9A of Public Law 253, 76th Congress, approved August 7, 1959, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any act of Congress for such position or office shall be used to pay the compensation of such person."

Executive Order 9835 of March 21, 1947, provides:

"1. The standard for the refusal of employment or the removal from employment in an executive department or agency on grounds relating to loyalty shall be that, on all the evidence, reasonable grounds exist for belief that the person involved is disloyal to the Government of the United States.

"2. Activities and associations of an applicant or employee which may be considered in connection with the determination of disloyalty may include one or more of the following:

- a. Sabotage, espionage, or attempts or preparations therefor, or knowingly associating with spies or saboteurs;
- b. Treason or sedition or advocacy thereof;
- c. Advocacy of revolution or force or violence to alter the constitutional form of government of the United States;
- d. Intentional, unauthorized disclosure to any person, under circumstances which may indicate disloyalty to the United States, of documents or information of a confidential or nonpublic character obtained by the person making the disclosure as a result of his employment by the Government of the United States;
- e. Performing or attempting to perform his duties, or otherwise acting, so as to serve the interests of another government in preference to the interests of the United States;
- f. Membership in, affiliation with or sympathetic association with any foreign or domestic organization, association, movement, group or combination of persons, designated by the Attorney General as totalitarian, Fascist, Communist, or subversive, or as having adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or as seeking to alter the form of government of the United States by unconstitutional means."

The appointing officer will make available to you the list of organizations prescribed by the Attorney General upon your request.

Various appropriation acts contain a provision prohibiting the use of appropriated funds to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. These acts provide that an affidavit shall be considered prima facie evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. These acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts

employment the salary or wages for which are paid from any such appropriation shall be guilty of a felony, and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that this penalty shall be in addition to, and not in substitution for, any other provisions of law.

The affidavit referred to above is one of those to which you are required to swear (or affirm) on the attached page.

#### V. STRIKING AGAINST THE FEDERAL GOVERNMENT

Various appropriation acts provide that no part of the funds appropriated therein shall be used to pay the salary or wages of any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government. Such acts provide further that any person who engages in a strike against the Government, or who is a member of an organization of Government employees that asserts the right to strike against the Government, and accepts employment the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that this penalty shall be in addition to, and not in substitution for, any other provisions of law.

One of the affidavits on the attached page to which you are required to swear (or affirm) pertains to this provision against striking against the Government.

#### VI. HOLDING STATE OR LOCAL OFFICE

Federal employees are prohibited from accepting or holding an office or position under State, territorial, county, or municipal governments. There are certain specific exceptions. They are published in Civil Service Commission Form 1236. Before any person appointed to the Federal service accepts or continues to hold any office or position under a State or local government, the matter should be presented to the appropriate authorities of the agency in which he is employed for a decision as to whether he properly may accept or continue to hold such office or position.

#### VII. POLITICAL ACTIVITY

The terms of the act of August 2, 1939 ("Hatch Act"), as amended, prohibit officers and employees in the executive branch of the Federal Government from using official authority or influence for the purpose of interfering with an election or affecting the result thereof. Further, such officers and employees are prohibited from taking any active part in political management or in political campaigns. These prohibitions apply not only to permanent employees, but also to temporary employees, employees on leave of absence with or without compensation, and substitute employees during the period of active employment. Political activity identified with any political party in any election is prohibited.

Some of the forms of forbidden political activity are:

1. Serving on or for any political committee, party, or other similar organization.
2. Soliciting or handling political contributions.
3. Serving as officer of a political club, as member or officer of any of its committees, addressing such a club, or being active in organizing it.
4. Serving in connection with preparation for, organizing, or conducting a political meeting or rally, addressing such a meeting, or taking any other active part therein except as a spectator.
5. Engaging in political conferences while on duty, or canvassing a district or soliciting political support for a party, faction, or candidate.
6. Manifesting offensive activity at the polls, at primary or regular elections, soliciting votes, assisting voters to mark ballots, or helping to get out the voters on registration or election days.
7. Acting as recorder, checker, watcher, or challenger of any party or faction.
8. Serving in any position of election officer, in which partisanship or partisan political management may be shown.
9. Publishing or being connected editorially or managerially with any newspaper generally known as partisan from a political standpoint, or writing for publication or publishing any letter or article, signed or unsigned, in favor of or against any political party or candidate. (Ownership entirely disassociated from editorial control and managerial activities limited entirely to business management would not be regarded as being within this provision.)
10. Becoming a candidate for nomination or election to office, Federal, State, or local, which is to be filled in an election in which party candidates are involved.

11. Distributing campaign literature or material.
12. Initiating or circulating political petitions, including nomination petitions.

13. Assuming political leadership or becoming prominently identified with any political movement, party, or faction, or with the success or failure of any candidate for election to public office.

General statements as to certain activities which are considered as permissible on the part of Federal officers and employees:

1. *Voting.*—The direct language of the law specifically provides that all such persons retain the right to vote as they may choose.

2. *Expression of opinions.*—The right to express political opinions is reserved to all such persons.

NOTE: This reservation is subject to the prohibition that such persons may not take any active part in political management or in political campaigns.

3. *Contributions.*—It is lawful for any officer or employee to make a voluntary contribution to a regularly constituted political organization, provided such contributions are not made in a Federal building or to some other officer or employee within the scope of the act referred to above.

4. *Political pictures.*—It is lawful for any officer or employee to display a political picture in his home if he so desires.

5. *Badges, buttons, and stickers.*—While it is not unlawful for an officer or employee to wear a political badge or button or to display a political sticker on his private automobile (except where forbidden by local ordinance), it is felt that it is inappropriate for any public servant to make a partisan display of any kind while on duty, conducting the public business.

6. *Penalties.*—Persons appointed to positions in the Executive branch of the Federal Government are warned that the penalty for an established violation of the above mentioned political activity prohibitions is immediate removal from the service.

#### VIII. OFFENSES WHICH ARE PUNISHABLE BY FINE OR IMPRISONMENT

Certain other statutes prohibit Federal officers and employees from engaging in various activities under penalty of fine or imprisonment, or both. The activities prohibited by such statutes relate to such matters as political assessments, political coercion and discrimination, and purchase and sale of office. The text of these statutes is set forth in Civil Service Commission Form 1236.

Some of the activities prohibited under penalty of fine or imprisonment, or both, are as follows:

1. Solicitation or receipt of political contributions by one officer or employee from another.
2. The giving or handing over of a political contribution by one employee to another.
3. Solicitation or receipt of political contributions in a Federal building by any person, whether or not an employee of the Government.
4. Solicitation or receipt by any person of political contributions from any person receiving any benefit under any act of Congress appropriating funds for relief.
5. Solicitation or receipt of anything of value, either for personal reward or as a political contribution, in return for the use of, or the promise to use, influence to secure an appointive office under the United States.
6. Payment, or the offer of payment, for the use of influence in securing an appointive office under the United States.
7. Promising employment, compensation, or other benefit made possible by act of Congress as consideration or reward for political activity.
8. Discrimination by an officer or employee in favor of, or against, another officer or employee on account of political contributions.
9. Depriving any person on account of race, creed, or color, or political activity, of compensation or other benefit made possible by any act of Congress appropriating funds for relief.
10. Disclosure for political purposes of any list or names of persons receiving benefits under an act of Congress appropriating funds for relief and the receipt of such a list for political purposes.

#### IX. PROHIBITION AGAINST DISCRIMINATION

Appointing officers are required by the Civil Service Rules to act on all personnel matters "solely on the basis of merit and fitness and without regard to political or religious affiliations, marital status, or race."

#### X. INSTRUCTION OF APPLICANTS

Officers and employees of the Government are prohibited from instructing or teaching with a view to the special preparation of any person for civil-service examinations.

## APPOINTMENT AFFIDAVITS

**IMPORTANT.**—Before swearing to these appointment affidavits, you should read and understand the attached information for appointee

CENTRAL INTELLIGENCE AGENCY

(Department or agency)

WASHINGTON, D. C.

(Bureau or division)

(Place of employment)

I, , do solemnly swear (or affirm) that—

### A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

### B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

### C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

### D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

### E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers contained in my Application for Federal Employment, Form No. 57, dated January 2, 1950, filed with the above-named department or agency, which I have reviewed, are true and correct as of this date with the exceptions noted in the Declaration of Appointee on the reverse of this form. (If no exceptions, write "None" on the Declaration of Appointee.)

Subscribed and sworn before me this 20th day of March, A. D. 1950,

at Washington  
(City)

D. C.

[SEAL]

Raymond C. Clark  
(Title)

**NOTE.**—If the oath is taken before a Notary Public the date of expiration of his commission should be shown.



## DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Question 3 is to be answered in all cases, otherwise answer only those questions which require an answer different from that given to the corresponding questions on your application form. If no answers are different, write "NONE" in Item 10, below. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. ~~Improperation is a criminal offense and will be prosecuted accordingly.~~

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THE PAST 24 MONTHS? ☐ YES ☐ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	PAST SERVICE RECORD (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATION- SHIP	MAR- RIED (Check one)	SINGLE
		1. ....			
		2. ....			
		3. ....			
		4. ....			
		5. ....			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO	10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY
1. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X		
2. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? If your answer is "Yes", give details in Item 10.		X	
3. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.		X	
4. HAVE YOU EVER BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? If your answer is "Yes", give in Item 10 the name and address of employer, date, and reason in each case.		X	
5. SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, IMPRISONED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROSECUTION, OR CONVICTED, FINED, OR IMPRISONED OR PLACED UNDER PROBATION OR RESTRICTION EVER BEEN OBLIGED TO DEPOSIT BAIL OR FULFILL THE REQUIREMENTS OF ANY LAW, POLICE REGULATION OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF \$20 OR LESS WAS IMPOSED)? If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.		X	

### INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformity with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) **Identity of appointee.**—The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. The physical appearance may be checked against the natural certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age.**—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) **Citizenship.**—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) **Members of Family.**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provisions do not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

FORM 537-14 9-1-48 FORMERLY PS-172		DEPARTMENT OF STATE APPLICATION TO EMPLOYMENT IN THE FOREIGN SERVICE OF THE UNITED STATES		BUDGET BUREAU NO. 47-207-1 APPROVED FEBRUARY 28, 1951 THIS SPACE FOR OFFICE USE ONLY	
INSTRUCTIONS—Answers to all questions must be typed or printed. All questions must be answered fully. If sufficient space has not been provided for your answer to any question, complete your answer under item # 87. Forward in duplicate.				PREVIOUS <input type="checkbox"/> CARRIED <input type="checkbox"/> ACKNOWLEDGED INDEXED <input type="checkbox"/> INVESTIGATED <input type="checkbox"/> ACTION CODE <input type="checkbox"/> OTHER <input type="checkbox"/>	
DATE OF APPLICATION		SOCIAL SECURITY NUMBER		POSITION APPLIED FOR	
THIS SPACE FOR OFFICE USE ONLY		1. NAME (Last) (First) (Middle) (Maiden, if any)			
		2. HAVE YOU EVER BEEN KNOWN BY			
		3.			
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8a. IF BORN OUTSIDE U.S. HOW WAS CITIZENSHIP ACQUIRED?		8b. IF A NATURALIZED CITIZEN, PLACE, DATE, AND NUMBER OF NATURALIZATION CERTIFICATE			
9. SEX <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	10. HEIGHT FT. 1 IN.	11. WEIGHT 185 LBS.	12. MARITAL STATUS <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED		
13. WHAT IS THE LOWEST BASE SALARY, EXCLUSIVE OF ALLOWANCES YOU WILL ACCEPT? \$ PER ANNUM					
14. WHAT RESTRICTIONS ARE THERE IF ANY ON YOUR IMMEDIATE AVAILABILITY FOR DUTY IN ANY PART OF THE WORLD? None					
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17. WHICH DEPENDENTS WOULD YOU WISH TO ACCOMPANY YOU ABROAD?					
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21. MILITARY STATUS						
A. IF YOU HAVE BEEN IN THE ARMED FORCES OR IN THE MERCHANT MARINE IN WHAT SERVICE AND BRANCH DID YOU SERVE? (e.g. U.S. Army: Field Artillery)			D. SERVICE OR SERIAL NUMBER			
E. DATE OF ENTRY ON ACTIVE DUTY		F. RATE OR RANK AT TIME OF ENTRY	G. DATE OF HONORABLE DISCHARGE OR SEPARATION			
H. RATE OR RANK AT TIME OF DISCHARGE OR SEPARATION		I. PRESENT RATE OR RANK IF ON ACTIVE DUTY				
22. WHAT PERTINENT FEDERAL CIVIL SERVICE EXAMINATIONS HAVE YOU TAKEN? (Give year, title, and grade received)						
D. DO YOU HAVE A PERMANENT CIVIL SERVICE STATUS IN THE FEDERAL GOVERNMENT? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			E. IF NOW EMPLOYED IN THE FEDERAL GOVERNMENT, GIVE PRESENT GRADE AND DATE OF LAST CHANGE IN GRADE <b>GS-11 Effective 17 Sept. 1950</b>			
23. HAVE YOU EVER APPLIED FOR A POSITION UNDER THE DEPARTMENT OF STATE OR TAKEN AN EXAMINATION FOR A POSITION UNDER THE DEPARTMENT OF STATE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF ANSWER IS "YES" GIVE PARTICULARS UNDER ITEM #37.						
24. HAVE YOU EVER HELD A POSITION UNDER A FOREIGN GOVERNMENT? (Including service in the Armed Services of a Foreign power) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER IS "YES" GIVE DETAILS UNDER ITEM #37.						
25. OUTLINE YOUR TRAVEL OR RESIDENCE ABROAD GIVING DATES, PURPOSE, AND PLACES. (If not while in the Armed Forces give number, date, and place of issuance of American passport)						
26. FOREIGN LANGUAGES (Name and indicate the extent of your competence, i.e. Recipient, Good, Fair).						
A. LANGUAGE	B. READ	C. WRITE	D. SPEAK	E. UNDERSTAND		
Spanish	good	good	good	good		
27. EDUCATION						
A. GRADE SCHOOL — CIRCLE HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8						
	NAME AND ADDRESS	DATES ATTENDED	YEARS COMPLETED	DIPLOMAS CONFERRED	MAJOR SUBJECTS	SEMESTER HOURS CREDIT
D. HIGH SCHOOLS OR PREPARATORY SCHOOLS	Bainbridge High Bainbridge, Ga.	1926 1931	5 yrs.	Diploma	-	21 Units
C. COLLEGES OR UNIVERSITIES	University of Georgia Athens, Ga.	1931 1935	4 yrs.	A.B.	Political Science	-
E. OTHER EDUCATIONAL INSTITUTIONS OR TRAINING SCHOOLS	University of Georgia Law School, Athens, Ga.	1935 1937	3 yrs.	LL.B.	Law	-
28. EMPLOYMENT						
INSTRUCTIONS. (In the spaces provided below describe every position which you have held since you first began to work. Start with present position and work back to the first position which you held. Account for all periods of unemployment and state reasons of any unemployment indicated.) Use continuation sheet if more space is required.						
PRESENT POSITION						
DATES OF EMPLOYMENT (Month, year)		EXACT TITLE OF YOUR PRESENT POSITION		SALARY OR EARNINGS		
FROM: Dec. 1949 TO: present		Legal Liaison Officer		STARTING \$ 7000 PER YR. PRESENT \$ 8800 PER YR.		
PLACE OF EMPLOYMENT (City, State)		DESCRIPTION OF YOUR WORK				
Washington, D.C.		Handling legal matters and liaison with all other departments and agencies of U.S. government. Highly technical work involving immigration & naturalization laws, visa regulations and related matters.				
NAME AND ADDRESS OF IMMEDIATE SUPERVISOR		IF CURRENTLY EMPLOYED, WILL YOU REAPPROACH PRESENT EMPLOYER?				
Central Intelligence Agency 2430 P Street, N.W.		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
NAME AND TITLE OF IMMEDIATE SUPERVISOR						
General Walter R. Smith						
Reason for leaving: Desires to return to foreign service						

FORM CSP-10		Continuation Sheet	
DATES OF EMPLOYMENT (Month, year) FROM Sept. 1942 TO Jan. 1945		EXACT TITLE OF YOUR POSITION <div style="border: 1px solid black; width: 50px; height: 20px; margin: 0 auto;"></div>	SALARY OR EARNINGS STARTING \$1600 PER YR. FINAL \$ 5600 PER YR.
NAME AND ADDRESS OF EMPLOYER Dept. of State		DESCRIPTION OF YOUR WORK Political information gathering and reporting and handling cases involving the proclaimed list of blocked nationals and trading with the enemy.	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 7 officers and 14 clerical			
NAME AND TITLE OF IMMEDIATE SUPERVISOR Ambassador Arthur Bliss Lane Ambassador George Messersmith			
REASON FOR LEAVING To return to the Dept. of Justice			
DATES OF EMPLOYMENT (Month, year) FROM: Jan. 1938 TO: Sept. 1942		EXACT TITLE OF YOUR POSITION Attorney	SALARY OR EARNINGS STARTING \$3000 PER YR. FINAL \$4600 PER YR.
PLACE OF EMPLOYMENT (City, state) Washington, D.C.		DESCRIPTION OF YOUR WORK Handling and supervising the handling of many and various types of Federal laws.	
NAME AND ADDRESS OF EMPLOYER Dept. of Justice			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 3 officers and 2 clerical			
NAME AND TITLE OF IMMEDIATE SUPERVISOR Attorney General Homer Cummings			
REASON FOR LEAVING To enter foreign service.			
DATES OF EMPLOYMENT (Month, year) FROM: July 1937 TO: Jan. 1938		EXACT TITLE OF YOUR POSITION Attorney-at-law	SALARY OR EARNINGS STARTING \$ - PER YR. FINAL \$2000 PER YR.
PLACE OF EMPLOYMENT (City, state) Bainbridge, Ga.		DESCRIPTION OF YOUR WORK General practice of law. Handling cases involving administration of estates, abstracts of titles, contracts, torts, wills and criminal trials.	
NAME AND ADDRESS OF EMPLOYER Self			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 1 clerical			
NAME AND TITLE OF IMMEDIATE SUPERVISOR -			
REASON FOR LEAVING To join Dept. of Justice			
DATES OF EMPLOYMENT (Month, year) FROM: TO:		EXACT TITLE OF YOUR POSITION	SALARY OR EARNINGS STARTING \$ PER YR. FINAL \$ PER YR.
PLACE OF EMPLOYMENT (City, state)		DESCRIPTION OF YOUR WORK	
NAME AND ADDRESS OF EMPLOYER			
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU			
NAME AND TITLE OF IMMEDIATE SUPERVISOR			
REASON FOR LEAVING			
REMARKS			

DATE OF EMPLOYMENT (Month, year) FROM: June 1946 TO: Feb. 1947		SALARY OR EARNINGS STARTING \$ 7000 PER YR. FINAL \$ PER YR.	
NAME AND ADDRESS OF EMPLOYER 2 officers and 3 clerical		DESCRIPTION OF YOUR WORK Was assigned to Political Section. Had frequent contact with high foreign government officials. Gathered and reported political information. Handled matters of special interest for the Ambassador.	
NAME AND ADDRESS OF IMMEDIATE SUPERVISOR Ambassador Walter J. Donnelly		REASON FOR LEAVING	
NAME AND TITLE OF IMMEDIATE SUPERVISOR CIA had special need for technical knowledge and I accepted the offer.		REASON FOR LEAVING	
DATE OF EMPLOYMENT (Month, year) FROM: June 1946 TO: Feb. 1947		SALARY OR EARNINGS STARTING \$ 5000 PER YR. FINAL \$ PER YR.	
PLACE OF EMPLOYMENT (City, state) Bainbridge, Ga.		EXACT TITLE OF YOUR POSITION Attorney-at-law	
NAME AND ADDRESS OF EMPLOYER Self - associated with father.		DESCRIPTION OF YOUR WORK Engaging in general practice of law, handling cases involving contracts, torts, wills and administration of estates, abstracts of titles and criminal trials.	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 1 clerical		NAME AND TITLE OF IMMEDIATE SUPERVISOR	
NAME AND TITLE OF IMMEDIATE SUPERVISOR		REASON FOR LEAVING To return to foreign service.	
DATE OF EMPLOYMENT (Month, year) FROM: Jan. 1945 TO: June 1946		SALARY OR EARNINGS STARTING \$ 6000 PER YR. FINAL \$ PER YR.	
PLACE OF EMPLOYMENT (City, state) Washington, D.C.		EXACT TITLE OF YOUR POSITION Attorney	
NAME AND ADDRESS OF EMPLOYER Dept. of Justice		DESCRIPTION OF YOUR WORK Supervising and handling cases involving many and various types of violations of Federal law.	
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU 5 lawyers and 3 clerical		NAME AND TITLE OF IMMEDIATE SUPERVISOR Hon. Tom Clark, Attorney General	
NAME AND TITLE OF IMMEDIATE SUPERVISOR		REASON FOR LEAVING To return to private law practice	
29. OTHER POSITIONS HELD FOR LESS THAN THREE MONTHS AND PERIODS OF UNEMPLOYMENT. (List—Beginning with most recent)			
DURATION FROM TO		POSITION	
		NAME AND ADDRESS OF EMPLOYER OR REASON FOR UNEMPLOYMENT	
		STARTING AND FINAL SALARY PER ANNUM	
30. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF ANSWER IS "YES" GIVE FULL DETAILS UNDER ITEM #37.			
31. HAVE YOU NOW OR HAVE YOU EVER HAD ANY PHYSICAL DEFECTS OR DISABILITIES WHATSOEVER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		32. HAVE YOU EVER BEEN UNDER TREATMENT FOR A MENTAL OR EMOTIONAL DISORDER? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
33. WITHIN THE PAST TWELVE MONTHS, HAVE YOU FREQUENTLY USED INTOXICATING BEVERAGES TO EXCESS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		34. HAVE YOU EVER HAD TUBERCULOSIS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
35. WERE YOU EVER MEDICALLY DISCHARGED FROM THE ARMED FORCES? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		36. IF ANY OF YOUR ANSWERS TO ANY OF THE ABOVE IS "YES" GIVE FULL PARTICULARS UNDER ITEM #37.	

1. STATE YOUR FINANCIAL POSITION FROM RECEIPT OF ALL EARNINGS IN CASH OR IN KIND, AND IN ANY CASE, IN THE STATE UNDER ITEM #47 THE NAMES OF EMPLOYERS, AND DATE OF EACH, AND DATE ON WHICH THE EMPLOYMENT WAS TERMINATED.

2. IF NEW OR RE-ENTRY, GIVE YEAR, AND OFFICE OF LAST EMPLOYMENT.

3. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED, OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY POLITICAL PARTY OR ORGANIZATION THAT ALLOCATES THE GOVERNMENT OF THE UNITED STATES BY FORCE OR VIOLENCE?

☐ YES ☒ NO IS ANSWER TO QUESTIONS NO. 28 OR 29.

4. HAVE YOU EVER BEEN ARRESTED OR DETAINED BY CIVIL OR MILITARY AUTHORITIES IN THE UNITED STATES OR IN ANY OTHER COUNTRY (OTHER THAN FOR TRAFFIC VIOLATIONS WHERE THE FINE DID NOT EXCEED \$25)? ☐ YES ☒ NO

IF SO, STATE UNDER ITEM #47 THE NAME AND LOCATION OF THE COURT, DATE, AND DETAILS OF PROCEEDINGS, AND DISPOSITION.

5. LIST THREE COMPETENT AND RESPONSIBLE PERSONS IN THE UNITED STATES NOT RELATED TO YOU BY BLOOD OR MARRIAGE AND ARE PARTICULARLY QUALIFIED TO SUPPLY DEFINITE INFORMATION REGARDING YOUR CHARACTER AND ABILITY (DO NOT GIVE NAMES OF SUPERVISORS LISTED IN ANSWER TO QUESTIONS NO. 28 OR 29).

NAME	ADDRESS	OCCUPATION
	Bainbridge, Ga.	U.S. District Judge
	Dept. of State Washington, D.C.	Ambassador-Diplomat
	Bainbridge, Ga.	Physician-Surgeon

6. MENTION HERE ANY SPECIAL QUALIFICATIONS OR ACHIEVEMENTS NOT COVERED ELSEWHERE IN THIS APPLICATION. INCLUDE SUCH ITEMS AS ANY BOOKS OR ARTICLES YOU HAVE WRITTEN, SPECIAL RESEARCH WORK, TECHNICAL SKILLS, HONORARY OR PROFESSIONAL SOCIETY MEMBERSHIPS, AND ANY OTHER INFORMATION YOU CONSIDER PERTINENT. YOU MAY INCLUDE ANY PERTINENT RELIGIOUS, CIVIC, WELFARE, OR ORGANIZATIONAL ACTIVITY WHICH YOU HAVE PERFORMED EITHER WITH OR WITHOUT COMPENSATION, SHOWING THE NUMBER OF HOURS PER WEEK AND NUMBER OF WEEKS PER YEAR IN WHICH YOU WERE ENGAGED IN SUCH ACTIVITY.

Phi Kappa Phi (Honorary Scholastic Fraternity)

Blue Key National Honor Fraternity

Phi Delta Phi (Legal Fraternity)

Decatur County Bar Association, Bainbridge, Ga.

Georgia Bar Association, Atlanta, Ga.

American Bar Association

7. USE THIS SPACE FOR COMPLETING ANSWERS TO ANY OF THE FOREGOING QUESTIONS, NUMBERING ANSWER TO CORRESPOND WITH QUESTIONS. USE EXTRA SHEETS OF PAPER IF NECESSARY.

#23. Application No. 6843 for oral examination under the War Manpower Act, made in approximately February 1947.

Presently under provisions of Civil Service Retirement Act.

Draft Status: None

Reserve Status: None

#### CERTIFICATION

False Statement on this Application is Cause for Dismissal.

I DO SOLEMNLY AFFIRM THAT THE INFORMATION CONTAINED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

*Signature* 5/75

DATE

NAME

SIGNATURE

## PHYSICAL QUALIFICATION RECORD

NAME  <div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px auto;"></div>	NATURE OF ACTION  Trans. Funds
TITLE OF POSITION  Intelligence Officer	GRADE  09-13
DEPARTMENT OR FIELD  Departmental	

Subject was found physically ☒ fit ☐ unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

And Overseas Duty

3 April 1950

DATE

SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

# UNITED STATES CIVIL SERVICE COMMISSION

## CERTIFICATE OF MEDICAL EXAMINATION

NAME John J. [unclear] (Last, first, middle initial)  
 (Date of birth) June 1, 1913 MEDICAL  
 (Department and bureau in which you are to be employed)

1. Have you any physical defect or disease or disability whatsoever? No
2. If answer is "yes" give details None
- PHYSICIAN SHOULD FILL IN THE FOLLOWING
- Height, without shoes 72 3/4 inches. Weight, without clothing 185 pounds. 180 pounds. (Weight, without clothing) (Weight, without clothing) (Weight, without clothing)
- Males, with and without clothing; females, clothed, but without wrap or hat.

\*To be taken for males only upon special written request of the official ordering examination.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20
- Near vision:

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the basis of the medical examination system is to make such physical examination of applicants for positions in the Federal classified service as may be required by the Civil Service Commission or its authorized representative. This order will supplement the Executive orders of May 29 and June 19, 1931 (Executive order, September 4, 1931). (June No. 2)

Without glasses	With glasses, if used
R. <u>20</u> in. to <u>18</u> in.	R. <u>20</u> in. to <u>18</u> in.
L. <u>20</u> in. to <u>18</u> in.	L. <u>20</u> in. to <u>18</u> in.
Without glasses	With glasses, if used
R. <u>20</u> in. to <u>18</u> in.	R. <u>20</u> in. to <u>18</u> in.
L. <u>20</u> in. to <u>18</u> in.	L. <u>20</u> in. to <u>18</u> in.

Evidence of disease or injury: Right no Left no

Color vision: Is color vision normal when Ishihara or other color plate test is used? yes

If not, can applicant pass lantern, yarn or other comparable test? no

2. Ears: (Consider denominators indicated here as normal. Record as numerators the greatest distance heard.) Ordinary conversation: Right ear 20 Left ear 20 Evidence of disease or injury: Right ear no Left ear no

3. Nose, sinus disease, etc. no

4. Mouth and throat no

5. Gastro-intestinal no

6. Thyroid (especially in women) no

7. Heart and blood vessels no

Blood pressure: Mm. Hg. systolic 120 Mm. Hg. diastolic 80

Is organic heart disease present? no If organic heart disease is present, is it fully compensated? no

8. Lungs: Right no Left no

History of tuberculosis? no If so, has the disease been untreated for at least 1 year? no

If there is a history of tuberculosis, is any type of collapse therapy being received at present? (If so, give full details under remarks.) no

9. Hernia no

(If present, name variety: inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truss? no

10. Varicose veins no

(If present, state location and degree)

Varicose (see note 10 on reverse side) no

11. Feet: Is flat foot present? no Degree of impairment of function no

(None, slight, moderate, severe)

12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above no

13. Scars of serious injury or disease no

14. Nervous system (see note 14 on reverse side) no

Is there any history of a "nervous breakdown"? no

If hospitalized, give name of hospital and location no

15. (a) Urinalysis (see reverse side) no (b) Venereal disease no

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under "Remarks." no

17. Does Veterans Administration recognize service-connected disability in this case? no If "yes," cover in your comments. (Yes or no)

18. Has examinee ever received disability retirement from U. S. Civil Service Commission? no (Yes or no)



The aim of the Executive order September 4, 1921, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

### Notes for Examining Physician

**Weight.**—Males, without clothing, and also in ordinary clothing without overcoat or hat, (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

**Hair.**—Without boots or shoes, observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to site, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a feet foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. **Urinalysis** to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected, and when obesity is found on examination.

Record of urinalysis, if made: Sp. gr. .... Albumen .... Sugar .... Casts .....

If tachycardia is present, give pulse rate: Sitting ..... Immediately after exercise ..... Two minutes after exercise .....  
Cardiac reserve .....  
(Wood, Lill, or post)

I have found this applicant abnormal under the following headings: .....

In my opinion, applicant is capable of performing duties involving Moderate physical exertion.

(Active, moderate, or light)

REMARKS: .....

History of melanin, last recurrence 1942.

(Signature of applicant) .....

(T)

Washington, D.C.  
Feb. 11, 1943.  
(Place of examination)  
(Date of examination)

The examining physician must be a duly licensed doctor of medicine (M. D.)

(Signature of examining physician) .....

(If in Federal medical service, give title and branch)

Full time? ..... Part time? ..... Fee paid? .....

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in .....  
(Department) ..... (Bureau) .....

Title of position .....

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) .....

NAME	GRADE	SERIAL NO.	AGE	WEIGHT
PART TO BE EXAMINED (NOT TREATED)				
CLINICAL DIAGNOSIS (INCLUDE OPERATIONS)				
NORMAL	DATE	SIGNATURE		

Neg.

Film No. 100 Date 11 Feb 47 M.C.  
 W.D. AGO Form 8-68 1 December 1944  
 This form superseded W.D. AGO Form 8-68 2, 9 June 1942,  
 which may be used until existing stocks are exhausted.

# RADIOLOGIC REPORT

GSS Form 1180b  
 (Rev. 5/12/45)

OFFICE OF STRATEGIC SERVICES  
 Washington, D. C.

FBT HKA RPS

11 February 1947

O'Neal, Birch D.

was given a physical

examination on this date and found qualified for

- ☒ Full Duty Overseas
- ☐ Limited Duty Overseas
- ☐ Duty in USA Only

Profile Serial (For Army EM only)

--	--	--	--	--	--

## Defects Noted:

Ulceration- left ankle and tarsal regions; result of 370 degree burn(26Dec47).  
 This man is not qualified for overseas until the ulcer is healed, probably  
 needs skin graft.  
 Feb 27-Skin graft, ulcer completely healed, fit for duty overseas.  
 Immunisation completed 28 Feb 47.

PEDRO M. SOUZA, MAJ. M.C.

(70951)



SECRET

When Filled In

OFFICIAL USE ONLY (When Filled In)

## QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

SECTION I			
BIOGRAPHIC AND POSITION DATA			
1. LAST, FIRST, MIDDLE		3. SSN	4. DATE OF BIRTH
5. GRADE		6. SCHEDULE GRADE STEP	
		GS-16-05	
7. SD	8. POSITION TITLE	9. OFFICE SYMBOL	10. LOCATION
D	CPS OFFICER CH	CI	WASH., D.C.
SECTION II			
AREA		AGENCY OVERSEAS SERVICE	
		DATE TOUR	TO
		PCS XX	47/09/18
		PCS XX	51/12/01
		TDY XX	54/07/01
		TDY XX	55/04/01
		TDY XX	56/07/01
		TDY XX	56/10/01
		PCS	47/09/18
		PCS	51/12/20
		TDY	54/7/26
		TDY	55/4/19
		TDY	55/11/8
		TDY	56/7/17
		TDY	56/10/24
		TDY	60/10/20
		TO	
	49/12/81		
	54/04/01		
	54/08/01		
	55/04/01		
	56/07/01		
	56/11/01		

**OVERSEAS DATA**

**CODE**

**DATE:** 25 JUN 67 **INITIALS:** GPT

SECTION III			
EDUCATION			
DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	HISTORY, GENERAL	GA UNIV	35
BACH	LAW, GENERAL	GA UNIV	37

FORM  
1-67 4441  
MAY 2-67

SECRET

GROUP 1  
Excluded from automatic  
downgrading and declassification

6 7 JUN ENTD

(451)

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SECTION III						
EDUCATION (Cont'd)						
HIGH SCHOOL						
LAST HIGH SCHOOL ATTENDED		ADDITIONAL SCHOOLS		YEARS ATTENDED	GRADUATE	
RAINBRIDGE HIGH		RAINBRIDGE GEORGIA GA		1927-1931	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE OR UNIVERSITY STUDY						
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR	MINOR	YEARS ATTENDED FROM TO	DEGREE RECEIVED	YEAR RECEIVED	NO SEM QTR HRS (Specify)
UNIVERSITY OF GEORGIA, ATHENS, GA.	HISTORY		1931-1935	A.B.	1935	DON'T RECALL
LUMPKIN LAW SCHOOL OF UNIVERSITY OF GEORGIA, ATHENS, GA	LAW		1935-1937	LL.B.	1937	9 QTRS.
IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT						
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS		
1 NONE						
2						
3						
OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS		
1 F.B.I. SPECIAL AGENTS D.C.	WASHINGTON INVESTIGATIONS - LAW ENFORCEMENT	10 JAN 1938	APRIL 1938	14 WEEKS		
2 DITTO	DITTO			8 WEEKS		
3 (PERIODIC IN-SERVICE RETRAINING)				TOTAL		
4 CENTRAL INTELLIGENCE GROUP	WASHINGTON D.C. INTELLIGENCE COLLECTION	MAY 1947	FEB MAR 1947	3 WEEKS		
AGENCY-SPONSORED EDUCATION						
Specify which, if any, of the education shown in Section III was Agency sponsored						
NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS		
1 NONE						
2						
3						
4						
5						

SECRET

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## SECRET

(When Filled In)

SECTION IV GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL							
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATE OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY			
				RESIDENCE	TRAVEL	STUDY	CHECK 1 WORK ASSIGNMENT
Ecuador	- temporary residence	1942-FLB--	June 1942	X	X		X
Colombia	" "	Oct 1942--	June 1943	X	X		X
Mexico	" "	1942--Dec	1943	X	X		X
	" "	March 1947--	Dec 1949	X	X		X
	" "	Dec 1951--	Apr 1954	X	X		X
	None	(Jul-Aug 1954)			X		X
	None	(Nov-Dec 1955)			X		X
	NONE	(Oct-Nov 1956)			X		X
		JULY-AUG 1954			X		X
	None	April 1955					X
	None	October 1960	Travel only				X
	" "	1962			X		
In temp. residence countries gained special knowledge police, investigative systems and practices, local politics, both historical and then current.							
SECTION V TYPING AND STENOGRAPHIC SKILLS							
1 TYPING (WPM)		2 SHORTHAND (WPM)		3 INDICATE SHORTHAND SYSTEM USED CHECK (X) APPROPRIATE ITEM			
NONE				<input type="checkbox"/> GREGG <input type="checkbox"/> SPEEDWRITING <input type="checkbox"/> STENOTYPE <input type="checkbox"/> OTHER SPECIFY			
4 INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card punch, etc)							
SECTION VI SPECIAL QUALIFICATIONS							
1 LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH							
Baseball - good      Tract - fair Football - good      Fishing - good Tennis - fair      Hunting - good							
2 EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving, OFFSET PRESS, TURRET LATHE ETC AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES)							
None							
3 ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO							
4 IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC (Provide license registry number if known)						5 FIRST LICENSE/CERTIFICATE year of issue	
Attorney at Law, State of Georgia 1937						1937	
						6 LATEST LICENSE/CERTIFICATE year of issue	
						NO OTHERS REQUIRED	
7 LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (do NOT submit copies unless requested. INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non-fiction or scientific articles, general interest subjects, novels, short stories, etc)							
None							
8 INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED							
None							
9 PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE							
Highschool and college debating and service club speeches for FBI.							

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## SECRET

10-20-70 (Rev. 1-70)

SECTION VII - MILITARY SERVICE			
CURRENT DRAFT STATUS			
1. ARE YOU REGISTERED FOR THE DRAFT?		2. SELECTIVE SERVICE CLASSIFICATION	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS		4. DEFERRED DUTY REASON	
MILITARY SERVICE RECORD (Active Duty Only)			
1. MILITARY ORGANIZATION (Army, Navy, etc. specify)		3. DATES OF SERVICE (extended active duty)	
2. DUTY DESCRIPTION		FROM TO	
4. STATUS (Regular, Reserve, etc. specify)		6. SERIAL SERVICE OR FILE NUMBER	
5. RANK, GRADE OR RATE (at expiration of post office)			
7. CHECK TYPE OF SEPARATION			
<input type="checkbox"/> HONORABLE DISCHARGE <input type="checkbox"/> RETIREMENT FOR SERVICE <input type="checkbox"/> UNDUY HARDSHIPS <input type="checkbox"/> RELEASE TO INACTIVE DUTY <input type="checkbox"/> RETIREMENT FOR COMBAT DISABILITY <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> RETIREMENT FOR AGE <input type="checkbox"/> RETIREMENT FOR PHYSICAL DISABILITY			
8. BRIEF DESCRIPTION OF MILITARY DUTIES (record the duties and skills which best describe your work or function in the military service)			
MILITARY RESERVE NATIONAL GUARD STATUS <u>None</u>			
CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG			
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> NATIONAL GUARD <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> COAST GUARD <input type="checkbox"/> AIR NATIONAL GUARD			
1. CURRENT RANK, GRADE OR RATE		3. EXPIRATION DATE OF CURRENT RESERVE OBLIGATION	
2. DATE OF APPOINTMENT IN CURRENT RANK			
4. CHECK CURRENT RESERVE CATEGORY			
<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY (active) <input type="checkbox"/> STANDBY (inactive) <input type="checkbox"/> RETIRED <input type="checkbox"/> DISCHARGED			
5. BRIEF DESCRIPTION OF MILITARY RESERVE DUTIES (record the duties and skills which best describe your work or function in the military service)			
6. IF YOU ARE CURRENTLY ASSIGNED TO A RESERVE OR NATIONAL GUARD TRAINING UNIT, IDENTIFY THE UNIT AND ITS ADDRESS			
MILITARY SCHOOLS COMPLETED (Active Duty, Reserve Status or as Civilian)			
NAME AND ADDRESS OF SCHOOL		STUDY OR SPECIALIZATION	DATE COMPLETED
1. University of Georgia, Athens, Ga.		Basic ROTC	1933
2.			
3.			
4.			
5.			
			RESIDENT
			CORRESPONDENCE
			AGENCY SPONSORED
			RESIDENT
			CORRESPONDENCE
			AGENCY SPONSORED
			RESIDENT
			CORRESPONDENCE
			AGENCY SPONSORED
			RESIDENT
			CORRESPONDENCE
			AGENCY SPONSORED

SECRET

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SECRET

(When Filled In)

# PERIODIC SUPPLEMENT PERSONAL HISTORY STATEMENT

THIS DATE

21 January 1969

## INSTRUCTIONS

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections III through VIII only if there has been a change since you entered on duty with the organization or if you believe the data requires more complete coverage than you have previously reported.

## SECTION I

## GENERAL

1. <div style="border: 1px solid black; width: 500px; height: 60px;"></div>	City, Zone, State)
2. <div style="border: 1px solid black; width: 500px; height: 60px;"></div>	

4. HOME TELEPHONE NUMBER

Oliver 4-6074

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE

Temporary-Maryland; Permanent-Georgia

## SECTION II

## PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. N	<div style="border: 1px solid black; width: 500px; height: 100px;"></div>	
2. M		
3. M		
4. M		APPLICABLE
5. M		EXTENSION

6. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.

My mother should not be notified directly but only through one of my brothers or my sister

## SECTION III

## MARITAL STATUS

1. CHECK (X) ONE: ☒ SINGLE ☒ MARRIED ☐ WIDOWED ☐ SEPARATED ☐ DIVORCED ☐ ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS

NOTE: If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving data below for all previous marriages. If marriage is contemplated, provide same data for fiancé.

NO APRIL 1960 GLENWOOD OKLAHOMA USA

13. IF BORN OUTSIDE U.S., DATE OF ENTRY	14. PLACE OF ENTRY	
15. CITIZENSHIP (Country)	16. DATE ACQUIRED	17. WHERE ACQUIRED (City, State, Country)
USA	Birth	Oklahoma
18. OCCUPATION	19. PRESENT EMPLOYER (Also five former employer, or if spouse is deceased or unemployed, last two employers)	
Homemaker		
20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country)		

SECTION III CONTINUED TO PAGE 2

FORM 444b USE PREVIOUS EDITIONS.  
4-57

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(When Filled In)

## SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From and To) BY MONTH AND YEAR

22. BRANCH OF SERVICE

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN

American Embassy, Mexico City, Mexico 1940 - 1945

## SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

1	1. FULL NAME (Last-First-Middle)		2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES			
2	5. CITIZENSHIP (Country)		6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. FULL NAME (Last-First-Middle)			
3	5. CITIZENSHIP (Country)		6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. FULL NAME (Last-First-Middle)			
4	5. CITIZENSHIP (Country)		6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
	8. FULL NAME (Last-First-Middle)			

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

## SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.			
3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.			
5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.			

SECTION V CONTINUED TO PAGE 3

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(When Filled In)

SECTION I CONTINUED FROM PAGE 2							
2. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS							
NAME OF INSTITUTION				ADDRESS (City, State, Country)			
				Penn. Avenue, Washington, D. C.			
				Embridge, Georgia			
3. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? <span style="float: right;">YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></span>							
4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATES:							
SECTION VI CITIZENSHIP							
1. COUNTRY OF CURRENT CITIZENSHIP <b>USA</b>				2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE <input checked="" type="checkbox"/> BIRTH <input type="checkbox"/> MARRIAGE <input type="checkbox"/> OTHER (Specify):			
3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? <span style="float: right;">YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></span>				4. GIVE PARTICULARS			
5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (Present papers, etc.)							
SECTION VII EDUCATION							
1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED							
<input type="checkbox"/> LESS THAN HIGH SCHOOL GRADUATE				<input type="checkbox"/> OVER TEN YEARS OF COLLEGE - NO DEGREE			
<input type="checkbox"/> HIGH SCHOOL GRADUATE				<input type="checkbox"/> BACHELOR'S DEGREE			
<input type="checkbox"/> TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE				<input type="checkbox"/> GRADUATE STUDY LEADING TO HIGHER DEGREE			
<input type="checkbox"/> TWO YEARS COLLEGE OR LESS				<input type="checkbox"/> MASTER'S DEGREE <input type="checkbox"/> DOCTOR'S DEGREE			
2. COLLEGE OR UNIVERSITY STUDY							
NAME AND LOCATION OF COLLEGE OR UNIVERSITY	COURSE		DATES ATTENDED		DEGREE REC'D	DATE REC'D	SEM/STR HRS. COMPLETED (Specify)
	MAJOR	MINOR	FROM	TO			
3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS							
NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS			
		FROM	TO				
4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)							
NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED		TOTAL HOURS			
		FROM	TO				
5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE							

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(When Filled In)

SECTION VIII							GEOGRAPHIC AREA KNOWLEDGE			
1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, CLIMATE, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.										
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY							
			RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT				
2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE										
3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.										
NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY							
			HOURS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING					
		July-August 1954	TDY							
		October 1956	TDY							
		Oct.-Nov. 1956	TDY							
		Week End 1955	TDY							
		Three days 1955	TDY							
SECTION IX							TYPING AND STENOGRAPHIC SKILLS			
1. TYPING (W.P.M.)		2. SHORTHAND (W.P.M.)		3. SHORTHAND SYSTEM USED - CHECK [X] APPROPRIATE ITEM						
				<div style="display: flex; justify-content: space-between; width: 100%;"> <span>CRUEL</span> <span>SPECURITING</span> <span>STENOTYPE</span> <span>OTHER (Specify)</span> </div>						
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)										
SECTION X							SPECIAL QUALIFICATIONS			
1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH										
2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK										
3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.										
4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.										
5. FIRST LICENSE OR CERTIFICATE (Year of issue)			6. LATEST LICENSE OR CERTIFICATE (Year of issue)							

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(When Filled In)

## SECTION X CONTINUED FROM PAGE 8

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (DO NOT SUBMIT EXCESS UNLESS REQUESTED). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF EDITING, INFORMATION, Scientific, Technical, General Interest, Subject, Novel, Short Stories, Etc.)

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED.

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

## SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
March 1947 - December 1949	13	WH Division - DDP
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
Seven	Chief of Station - Intelligence Officer	
6. DESCRIPTION OF DUTIES		
Collecting and supervising collection of intelligence as Chief of Station		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
January 1950 - June 1950	13	WH Division - DDP
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
12	Branch Chief - Intelligence Officer	
6. DESCRIPTION OF DUTIES		
Supervising and directing the collection and dissemination of intelligence information as Branch Chief		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
June 1950 - December 1951	14	Office of Inspection & Security
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
5	Chief, Alien Affairs Branch	
6. DESCRIPTION OF DUTIES		
Liaison with Immigration and Naturalization Service and passport and Visa Divisions of Department of State in relation to aliens of operational interest. Facilitating entry and exit and naturalization.		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
January 1952 - April 1954	14	WH Division - DDP
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
7	Chief of Station - Intelligence Officer	
6. DESCRIPTION OF DUTIES		
Supervising collection and collecting intelligence as Chief of Station		
1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
June 1954 - 10 April 1955	14	Office of Security
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
None	Intelligence Officer	
6. DESCRIPTION OF DUTIES		
Conducting special investigations for the Director of Security		

(See Page 6)

(Use additional pages if required)

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**SECRET**  
(When Filled In)

SECTION XII		CHILDREN AND OTHER DEPENDENTS				
1. NUMBER OF CHILDREN (including stepchildren and adopted children) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.		▶			2. NUMBER OF OTHER DEPENDENTS (including spouse, parents, stepchildren, sister, etc.) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	
3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS						
NAME	RELATIONSHIP	YEAR OF BIRTH	SEX		CITIZENSHIP	ADDRESS
			M	F		
ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS  From 10 April 1955 to present I have been Chief of the Special Investigations Division of the Counter Intelligence Staff DDP conducting investigations and supervising five officers and four clerical employees in relation to investigations of a sensitive nature involving operational security matters.						
DATE COMPLETED		SIGNATURE				
21 January 1959						

**SECRET**

**INSTRUCTIONS**—Answer every question. Be neat and completely typewrite answers in INK. If you are unable to type, use the Special States Civil Service exam which reads: "If you are unable to type, you may use a typewriter or a stenographer to write your answers." Do not write to the examiner or any other person involved in the examination. Reply the office with which you file this application of any class you wish to test.

APPLICATION No. _____  ANNOUNCEMENT _____  SELECTION No. _____	1. Name of examination, or kind of position applied for.
	2. Optional essay (if mentioned in examination announcement)
	3. Place of employment applied for.
	4. _____
	5. _____
	6. _____
	7. _____
	8. _____
	9. _____
	10. _____
	11. _____
	12. _____
<input type="checkbox"/> Single <input type="checkbox"/> ... feet ... inches <input type="checkbox"/> ... pounds	
14. Have you ever been employed by the Federal Government? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If now employed by the Federal Government, give present grade and date of last change in grade	

**DO NOT WRITE IN THIS BLOCK**  
**For Use of Civil Service Commission Only**

<input type="checkbox"/> As per <input type="checkbox"/> Non as per		Material <input type="checkbox"/> Submitted <input type="checkbox"/> Estimated		Entered register,	
H. Actions:			App. Review:		
Approved:					
OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING	
			<input type="checkbox"/> 5 points (best.)		
			<input type="checkbox"/> 10 points		
			<input type="checkbox"/> Wife or Widow		
			<input type="checkbox"/> Disal.		
			<input type="checkbox"/> Being investigated		
INITIALS AND DATE					

Indicate "Yes" or "No" answer by placing X in proper column.		YES	NO
18. (a) Would you accept short-term appointment, if offered, for—			
1 to 3 months?.....		X	
3 to 6 months?.....		X	
6 to 12 months?.....		X	
(b) Would you accept appointment, if offered—			
to Washington, D. C.?.....		X	
anywhere in the United States?.....		X	
outside the United States?.....		X	

19. (a) What is the lowest entrance salary you will accept: \$ <u>6000</u> per year.	
You will not be considered for positions paying less.	
(b) If you are willing to travel, specify:	
<input type="checkbox"/> Occasionally	<input checked="" type="checkbox"/> Frequently
<input type="checkbox"/> Constantly	

18. EXPERIENCE.—You are requested to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EVERY position you have held. Use a separate line for EACH position. You may also include any pertinent facts you give, whether of organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, according to all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Indicate your experience in the Armed Services in question 17 (Military Experience).

(a) If you were ever employed in any position under a name different from that shown in item 4 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION		
Dates of employment (Month, year) From: <u>June 1, 1961</u> To present time	Exact title of your present position: <u>Secretary-treasurer</u>	Salary or earnings: Starting \$ — per Present \$ — per
Place of employment (City and State): <u>Roanoke, Georgia</u>	Description of your work: <u>General law practice</u>	
Name and address of employer (firm, organization, or person): If Federal, name department, bureau or establishment, and division: <u>Self</u>		
Kind of business or organization (e. g., wholesale sale, insurance agency, etc.): <u>Attorney-at-law</u>		
Number and kind of employees supervised by you: <u>1 - Secretary</u>		
Name and title of immediate supervisor: <u>Not applicable</u>		
Reason for desiring to change employment: <u>To enter Federal service.</u>		

(CONTINUED ON NEXT PAGE)

10-10-1729-1

## 16. CONTINUED

Dates of employment (Month, year) From <u>1934</u> To <u>1935</u> Place of employment (city and State): <u>Washington, D.C.</u>		Exact title of your position: <u>Special Agent</u>		Salary or earnings: Starting \$ <u>00</u> per <u>month</u> Final \$ <u>00</u> per <u>month</u>	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Federal Bureau of Investigation</u>		Description of your work: <u>Investigation of the activities of the</u> <u>collecting evidence in cases in which the</u> <u>United States is or may be a party in litigation.</u> <u>and receiving and storing same.</u>			
Kind of business or organization (e. g., wholesale and insurance agency, city of locks, etc.): <u>Law enforcement</u>					
Number and kind of employees supervised by you: <u>Up to 50, investigative &amp; clerical</u>					
Name and title of immediate supervisor: <u>J. E. Hoover</u>					
Reason for leaving: <u>To return to practice of law.</u>					
Dates of employment (Month, year) From <u>1935</u> To <u>1935</u> Place of employment (city and State): <u>Washington, D.C.</u>		Exact title of your position: <u>Special Agent</u>		Salary or earnings: Starting \$ <u>00</u> per <u>month</u> Final \$ <u>00</u> per <u>month</u>	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Federal Bureau of Investigation</u>		Description of your work: <u>Investigation of the activities of the</u> <u>collecting evidence in cases in which the</u> <u>United States is or may be a party in litigation.</u> <u>and receiving and storing same.</u>			
Kind of business or organization (e. g., wholesale and insurance agency, city of locks, etc.): <u>Law enforcement</u>					
Number and kind of employees supervised by you: <u>Up to 50, investigative &amp; clerical</u>					
Name and title of immediate supervisor: <u>J. E. Hoover</u>					
Reason for leaving: <u>To return to practice of law.</u>					
Dates of employment (Month, year) From <u>1935</u> To <u>1935</u> Place of employment (city and State): <u>Washington, D.C.</u>		Exact title of your position: <u>Special Agent</u>		Salary or earnings: Starting \$ <u>00</u> per <u>month</u> Final \$ <u>00</u> per <u>month</u>	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Federal Bureau of Investigation</u>		Description of your work: <u>Investigation of the activities of the</u> <u>collecting evidence in cases in which the</u> <u>United States is or may be a party in litigation.</u> <u>and receiving and storing same.</u>			
Kind of business or organization (e. g., wholesale and insurance agency, city of locks, etc.): <u>Law enforcement</u>					
Number and kind of employees supervised by you: <u>Up to 50, investigative &amp; clerical</u>					
Name and title of immediate supervisor: <u>J. E. Hoover</u>					
Reason for leaving: <u>To return to practice of law.</u>					
Dates of employment (Month, year) From <u>1935</u> To <u>1935</u> Place of employment (city and State): <u>Washington, D.C.</u>		Exact title of your position: <u>Special Agent</u>		Salary or earnings: Starting \$ <u>00</u> per <u>month</u> Final \$ <u>00</u> per <u>month</u>	
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment, and division: <u>Federal Bureau of Investigation</u>		Description of your work: <u>Investigation of the activities of the</u> <u>collecting evidence in cases in which the</u> <u>United States is or may be a party in litigation.</u> <u>and receiving and storing same.</u>			
Kind of business or organization (e. g., wholesale and insurance agency, city of locks, etc.): <u>Law enforcement</u>					
Number and kind of employees supervised by you: <u>Up to 50, investigative &amp; clerical</u>					
Name and title of immediate supervisor: <u>J. E. Hoover</u>					
Reason for leaving: <u>To return to practice of law.</u>					

If more space is required, use a continuous roll of paper (Form No. 50) or a sheet of paper the same size as this. Write on each sheet your name, address, date of birth, and occupation title. Attach to the end of the roll.



[illegible]

For use by Special Service personnel only.

(a) What were you taught in First Special Service School?

Location: \_\_\_\_\_

Dates attended (month, year): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Training received at end of this training: \_\_\_\_\_

(b) Duty assignment after this training (give all important assignments in duty assignment whether or not you attended a Service School): \_\_\_\_\_

(c) What did you do during this duty assignment? \_\_\_\_\_

Dates of duty assignment (month, year): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

(d) Second Special Service School attended

Location: \_\_\_\_\_

Dates attended (month, year): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Training received at end of this training: \_\_\_\_\_

(e) Duty assignment after this training: \_\_\_\_\_

(f) What did you do during this duty assignment? \_\_\_\_\_

Dates of duty assignment (month, year): \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

10. EDUCATION—Circle highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

Mark (x) the appropriate box to indicate satisfactory completion of:

☐ Elementary School ☐ Junior High School ☐ Senior High School

(a) Name and Location of College or University \_\_\_\_\_ Major \_\_\_\_\_

University of Georgia, Athens, Ga.

History 1961-1967

(b) List Your Chief Undergraduate College Subjects \_\_\_\_\_ Semester Hours \_\_\_\_\_

History 1961-1967

(c) List Your Chief Graduate College Subjects \_\_\_\_\_ Semester Hours \_\_\_\_\_

History 1961-1967

(d) Other training such as vocational, business study courses given through the Armed Forces Institute (show name and location of school), or "in-service training" in a Federal agency:

14 years F.B.I. training school for Special Agents

Approximately five F.B.I. "in-service" schools of the

(e) Indicate your knowledge of foreign languages

Language	READING			SPEAKING			UNDERSTANDING		
	Exp.	Good	Fair	Exp.	Good	Fair	Exp.	Good	Fair
Spanish									
French									

(f) How was your knowledge of foreign languages acquired?

Extensive foreign language training in French and Spanish in the Armed Forces Institute.

(g) If you have traveled or resided in any foreign countries, indicate:

(1) names of countries (2) dates and length of time spent there and (3) reason or purpose for visit (business, education, recreation).

FOUR years in the Philippines (1961-1965)

(h) List any special tools, weapons and machines and equipment you can use with the operation of submachine rifle, multi-lith computer, key punch, turret lathe, scientific or professional devices.

Approximate number of words per minute in typing \_\_\_\_\_ shorthand \_\_\_\_\_

(i) What were you taught in First Special Service School?

(j) What did you do during this duty assignment?

(k) What were you taught in Second Special Service School?

(l) What did you do during this duty assignment?

(m) Are you now or have you ever been a licensee or certified member of any trade or profession (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?

☒ Yes ☐ No Give kind of license and State: \_\_\_\_\_

First license or certificate (year): 1967

Latest license or certificate (year): 1967

(n) Give any special awards or medals not covered elsewhere in your statement such as:

(1) your most important publications (2) NOI submit copies where requested

(3) your patents or inventions

(4) public speaking and public relations experience

(5) membership in professional or scientific societies, etc.

Have extensive public speaking and public relations experience, particularly in the field of international relations and in the field of international relations.



SECRET

TO : Security Officer, GSO

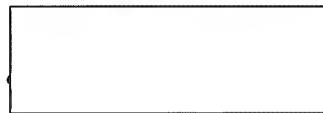
Date: 20 February 1950

FROM : CO2270

SUBJECT: Communications Debriefing of

The above named individual has been debriefed by this office and a copy of the debriefing statement is attached for inclusion in the individual files.

FOR THE CHIEF, COMMUNICATIONS DIVISION:



cc with Attachment:

SED ✓  
CTD

SECRET

## SECRET

CENTRAL INTELLIGENCE AGENCY

COMMUNICATIONS DIVISION

SIGNAL SECURITY AND CONTROL SECTION

COMMUNICATIONS

I,  do solemnly swear (or affirm) not to divulge any classified information concerning the communications of the Central Intelligence Agency as to organization, personnel, location, methods of operation, cryptographic systems, communications channels and facilities used.

I do further solemnly swear (or affirm) that I shall not discuss, divulge, publish or cause to be published any information concerning the cryptographic facilities, systems, or procedures employed by other United States Government Departments or Agencies of which I am cognizant by virtue of my communications duties with C.I.A.

I do further swear (or affirm) that I shall not discuss, divulge, publish or cause to be published any classified information or intelligence of which I am cognizant by virtue of my communications duties with CIA unless specifically authorized in writing in each case by the Director of Central Intelligence.

I have read the provisions of the Espionage Act and understand that after covering my relations with the Communications Division, C.I.A., I am still bound by that Act and if it is violated, I am subject to its penalties.

I do further solemnly swear (or affirm) that no classified papers, booklets, material, or equipment remain in my possession and that all communications property, classified and unclassified, have been returned to the proper authorities of Communications Division, C.I.A.

I take this obligation freely, without any mental reservation or purpose of evasion.

Signed

Dated: 20 February 1950

Witness:

Position:

Date:

*Chief Security Section*  
*20 February 1950*

SECRET

## PERSONAL HISTORY STATEMENT

## Instructions:

1. Answer all questions *completely*. If question does not apply write "not applicable." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use a separate sheet for extra details on *any* question or questions for which you do not have sufficient room.
2. Attach 2 recent passport size pictures to this form, date taken written on the back of each.
3. Type, print or write carefully; illegible or incomplete forms will *not* receive consideration.

HAVE YOU READ AND UNDERSTOOD THE INSTRUCTIONS? **Yes**

Yes or No

## SEC. 1. PERSONAL BACKGROUND

A. FULL NAME Miss Mr. Mrs.  PHONE **312J**

PRESENT ADDRESS  U.S.A. Country

LEGAL RESIDENCE  U.S.A. Country

B. NICKNAME **None** ANY OTHER NAMES THAT YOU HAVE USED **None**

UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? **Not applicable**

HOW LONG? **Not applicable** IF A LEGAL CHANGE, GIVE PARTICULARS **Not applicable**

**Not applicable** **Not applicable** When

Where By What Authority?

C. DATE OF BIRTH  U.S.A. Country

RACIAL ORIGIN THROUGH MOTHER **Anglo-Saxon** THROUGH FATHER **ANGLO-SAXON**

D. PRESENT CITIZENSHIP **U.S.A.** BY BIRTH? **YES** BY MARRIAGE? **Not applicable**

BY NATURALIZATION CERTIFICATE # **Not applicable** ISSUED **Not applicable** BY **Not applicable**

AT **Not applicable** City State Country

HAVE YOU HAD A PREVIOUS NATIONALITY? **No** WHAT? **Not applicable**

HELD BETWEEN W. & DATES? **Not applicable** ANY OTHER NATIONALITY? **No**

- 2 -

GIVE PARTICULARS: Not applicable.

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? No.

GIVE PARTICULARS:

Not applicable

E. LAST U.S. PASSPORT: NUMBER, DATE AND PLACE OF ISSUE Issued Washington  
D. C. 1942 actual date of issuance and number unknown.

HOW MANY OTHER U.S. PASSPORTS HAVE YOU HAD? one GIVE APPROXIMATE DATES:

Was issued latter part of January or first part of February 1942  
at Washington D. C.

PASSPORTS OF OTHER NATIONS? None

F. IF BORN OUTSIDE U.S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? Not applicable

PORT OF ENTRY? ON PASSPORT OF WHAT COUNTRY?

LAST U.S. VISA

Number

Type

Place of Issue

Date of Issue

## SEC. 2. PHYSICAL DESCRIPTION

AGE 33 SEX Male HEIGHT 6 feet 1 in. WEIGHT 185  
EYES Brown HAIR Brown COMPLEXION Medium SCARS cut scar  
left cheek  
appendectomy  
BUILD Slender OTHER DISTINGUISHING FEATURES None

## SEC. 3. FATHER (Give the same information for Step-father and/or guardian on a separate sheet)

SEC. 4. MOTHER (Give the same information for Step-mother on a separate sheet)

[illegible]

**SEC. 5. BROTHERS AND SISTERS** (Including half-, step-, and adopted brothers and sisters)

**FULL NAME**

**PRESENT A**

**FULL NAME**

**PRESENT A**

**FULL NAME**

PRESENT A

[illegible]

## SEC. 6. MARITAL STATUS

A. SINGLE No MARRIED Yes DIVORCED No WIDOWED No

STATE DATE, PLACE AND REASON FOR SEPARATION OR DIVORCE .....

Neither separated nor divorced.

**B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND AND GIVE REQUIRED DATA FOR ALL PREVIOUS MARRIAGES)**

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-4-

## SEC. 6. MARITAL STATUS (Cont'd)

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try

OCCUPATION Housewife LAST EMPLOYER U.S. Foreign Service

EMPLOYER'S OR OWN BUSINESS ADDRESS Dept. of State, Washington D. C.

MILITARY SERVICE FROM None TO None BRANCH OF SERVICE None

COUNTRY None DETAILS OF OTHER GOV'T. SERVICE, U.S. OR FOREIGN None

Only government or foreign service has been as a clerk in the U. S. Foreign Service assigned to U.S. Embassy, Mexico City, 1941-1945.

## SEC. 7. FATHER-IN-LAW

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## SEC. 8. MO

## SEC. 9. CHILDREN OR DEPENDENTS (Include partial dependents)

NAME	<u>None</u>	RELATIONSHIP		AGE	
NATIONALITY		ADDRESS	St. & No.	City	State Country
NAME		RELATIONSHIP		AGE	
NATIONALITY		ADDRESS	St. & No.	City	State Country
NAME		RELATIONSHIP		AGE	
NATIONALITY		ADDRESS	St. & No.	City	State Country

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SEC. 10. RELATIVES BY BLOOD OR MARRIAGE OR ADOPTION, WHO ARE ABROAD, ARE UNDER THE JURISDICTION OF A FOREIGN POWER ARE NOT CITIZENS OF THE UNITED STATES, OR ARE MARRIED TO NON-CITIZENS:

NAME	NONE	RELATIONSHIP	AGE
NATIONALITY	ADDRESS	St. & No.	City State Country
REASON FOR LISTING UNDER THIS QUESTION			
NAME	RELATIONSHIP	AGE	
NATIONALITY	ADDRESS	St. & No.	City State Country
REASON FOR LISTING UNDER THIS QUESTION			
NAME	RELATIONSHIP	AGE	
NATIONALITY	ADDRESS	St. & No.	City State Country
REASON FOR LISTING UNDER THIS QUESTION			

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE, IN MILITARY, NAVAL OR OTHER GOV'T SERVICE—U.S. OR FOREIGN:

NAME	None	RELATIONSHIP	AGE
NATIONALITY	ADDRESS	St. & No.	City State Country
TYPE AND LOCATION OF SERVICE (IF KNOWN)			
NAME	RELATIONSHIP	AGE	
NATIONALITY	ADDRESS	St. & No.	City State Country
TYPE AND LOCATION OF SERVICE (IF KNOWN)			
NAME	RELATIONSHIP	AGE	
NATIONALITY	ADDRESS	St. & No.	City State Country
TYPE AND LOCATION OF SERVICE (IF KNOWN)			

SEC. 12. GIVE FIVE CHARACTER REFERENCES—IN THE U.S.—(Give business addresses where possible)

NAME  
NAME  
NAME  
NAME  
NAME

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SEC. 13. NAMES OF 5 PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES. NOT REFERENCES OR EMPLOYERS—(Give business addresses where possible)

1. NAME
2. NAME
3. NAME
4. NAME
5. NAME

SEC. 14. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U.S.

NAME:  
NAME:  
NAME:

SEC. 15. EDUCATION

SCHOOL: Bainbridge Grammar ..... ADDRESS Bainbridge Georgia U.S.A.  
DATES ATTENDED: 1919 -1927 ..... DEGREE Diploma  
SCHOOL: Bainbridge High ..... ADDRESS Bainbridge Georgia U.S.A.  
DATES ATTENDED: 1927-1931 ..... DEGREE Diploma  
COLLEGE: University of Georgia ..... ADDRESS Athens Georgia U.S.A.  
DATES ATTENDED: 1931 - 1935 ..... DEGREE A. B.  
COLLEGE: University of Georgia ..... ADDRESS Athens Georgia U.S.A.  
Law School  
DATES ATTENDED: 1935-1937 ..... DEGREE LL.B.

SEC. 16. MILITARY, NAVAL OR OTHER GOV'T SERVICE — U.S. OR FOREIGN

U.S. Army ..... S. A. I. Special Agent ..... 1941 - 1946  
Country Service Rank Dates  
Albany, New York ..... Volunteer .....  
Last Station Serial No. Type of discharge Com. Officer  
REMARKS:

SEC. 17. SELECTIVE SERVICE

CLASSIFICATION 4A

ORDER NO. 814A

APPROX. INDUCTION DATE Unknown

BOARD NO. 1

ADDRESS Bainbridge, Georgia

IF DEFERRED, GIVE REASON Was deferred during the war upon request of The  
Federal Bureau of Investigation.

SEC. 18. HAVE YOU EVER BEEN DISCHARGED FROM ANY POSITION, OR LEFT UNDER CIRCUMSTANCES WHICH WERE NOT ENTIRELY FAVORABLE? PLEASE GIVE DETAILS:

No

SEC. 19. MISCELLANEOUS

DID YOU EVER HAVE OR DO YOU NOW HAVE MEMBERSHIP IN, OR SUPPORT, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES? No IF "YES," EXPLAIN:

DO YOU USE, OR HAVE YOU USED INTOXICANTS? I have and do on occasions.

take a drink of intoxicating liquor socially, but am not addicted to its use nor do I use it excessively.

HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE No.

SEC. 20. FINANCIAL BACKGROUND

ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? Yes IF NOT, STATE SOURCES OF OTHER INCOME Not applicable

NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS

HAVE YOU EVER BEEN IN BANKRUPTCY? No GIVE PARTICULARS

Not applicable

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## SEC. 20. FINANCIAL BACKGROUND (Cont'd)

GIVE three CREDIT REFERENCES — IN THE U.S.

NAME:

State

NAME:

State

NAME:

State

## SEC. 21. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 10 YEARS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESS AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. INCLUDE LAST 5 POSITIONS AND COVER AT LEAST 10 YEARS.

EMPLOYER National Youth Administration. . . . . TITLE OF JOB Assistant Librarian. . . . .

(Work actually performed at

ADDRESS Univ. of Georgia, Athens, Washington D.C. . . . . U.S.A. . . . .  
St. & No. City State Country

YOUR DUTIES AND SPECIALTY Attending and maintaining Law Library. . . . .

Funds disbursed by U.S.

Dean Alton

KIND OF BUSINESS: Government to aid deserving students. NAME OF SUPERVISOR Mosch. . . . .

FROM: Sept. 1935. . . . . TO: June 1937. . . . . SALARY: \$20.00. . . . . PER Month. . . . .

REASONS FOR LEAVING This was merely temporary work which naturally terminated upon my graduation from Law School. . . . .

EMPLOYER Self. . . . . TITLE OF JOB Attorney at Law. . . . .

ADDRESS 402 Pine Street. . . . . Bainbridge. . . . . Georgia. . . . . U. S. A. . . . .  
St. & No. City State Country

YOUR DUTIES AND SPECIALTY Actively engaged in the general practice of law. . . . .

KIND OF BUSINESS: Law. . . . . NAME OF SUPERVISOR Not Applicable. . . . .

Not Not

FROM: July 17, 1937. . . . . TO: January 10, 1938. SALARY \$ applicable PER applicable. . . . .

REASONS FOR LEAVING To accept appointment as Special Agent of F. B. I. . . . .

U. S. Department of Justice

EMPLOYER Federal Bureau of Investigation. . . . . TITLE OF JOB Special Agent. . . . .

ADDRESS Washington D. C. . . . . U. S. A. . . . .  
St. & No. City State Country

YOUR DUTIES AND SPECIALTY Investigating violations of the laws of the U. S. . . . .

KIND OF BUSINESS: Law Enforcement. . . . . NAME OF SUPERVISOR J. E. Hoover. . . . .

\$3200 to

FROM: Jan. 10, 1938. . . . . TO: May 31, 1946. . . . . SALARY \$45600. . . . . PER annum. . . . .

REASONS FOR LEAVING I left to the practice of law. . . . . field or returning

## SEC. 21 CHRONOLOGICAL HISTORY (Cont'd)

Approved & dated \_\_\_\_\_ as a result of the above on \_\_\_\_\_ expired Oct. 16, 1946

EMPLOYER'S SIGNATURE	TITLE OF JOB	DATE
_____	_____	_____

ADDRESS 3001 E. 10th Ave., Denver, Colo., 10 U.S.A.

**YOUR DUTIES AND SPECIALTY** ... General Law Practice .....

KIND OF BUSINESS: 121 NAME OF SUPERVISOR 06 12019

FROM: JUNE, 1964... TO: Present... SALARY \$ 4,000.00 PER

REASONS FOR LEAVING .....

EMPLOYER .. Not applicable ..... TITLE OF JOB .....

ADDRESS .....  
 St. & No. City State Country

**YOUR DUTIES AND SPECIALTY .....**

**KIND OF BUSINESS:** ..... **NAME OF SUPERVISOR** .....

FROM: ..... TO: ..... SALARY \$..... PER .....

REASONS FOR LEAVING .....

## SEC. 22

1936                 1937  
1937                 TO: 1938 .....

.....1938..... TO: 1939.....

.....1939..... TO: 1940.....

.....1940..... TO: 1941.....

.....1941..... TO: 1942.....

.....1942..... TO: 1943.....

.....1943..... TO: 1944.....

.....1944..... TO: 1945.....

.....1945..... TO: 1946.....

, 1946                 June, 1946

1.46 June, 1948

## SEC. 23. RESIDENCE OR TRAVEL OUTSIDE THE UNITED STATES

Jun. 1 '61 10 12.50

Quincy, Ill.	Canada	F.B.I.	DATES Jan. 1, 1942	TO June 1, 1942
City or Section	Country	Purpose	Month & Year	Month & Year
Begonia	California	F.B.I.	DATES April 1, 1942	TO Aug. 1, 1942
City or Section	Country	Purpose	Month & Year	Month & Year

Decorah.....  
City or Section

Colonia  
Country

### Purpose

DATE 1956.1 TO 1948.1  
Month & Year Month & Year

Month &amp; Year

**SEC. 23. RESIDENCE OR TRAVEL (Cont'd)**

Mexico, D.F.	Mexico	Purpose	DATES	TO
City or Section	Country		Month & Year	Month & Year
			DATES	TO
City or Section	Country	Purpose	Month & Year	Month & Year
			DATES	TO
City or Section	Country	Purpose	Month & Year	Month & Year
			DATES	TO
City or Section	Country	Purpose	Month & Year	Month & Year

**SEC. 24. CLUBS, SOCIETIES AND OTHER ORGANIZATIONS**

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, LABOR UNIONS, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN OR SUPPORT OF ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU HAVE BELONGED:

Society of Former Special Agents of the				
Name	St. & No.	City	State	Country
Phi Delta Psi (Legal Fraternity)		Athens	Georgia	U.S.A.
Kappa Alpha Order (Social Fraternity)		Athens	Georgia	U.S.A.
Blue Key Honor Fraternity		Athens	Georgia	U.S.A.
Name	St. & No.	City	State	Country
Name	St. & No.	City	State	Country
Name	St. & No.	City	State	Country
Name	St. & No.	City	State	Country

**SEC. 25. RELIGIOUS AFFILIATION**

CHURCH OF ATTENDANCE First Presbyterian Church

ADDRESS Emoryville, Georgia NAME OF MINISTER OR PRIEST Rev. William Stewart

**SEC. 26. GENERAL QUALIFICATIONS**

**A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT" "FAIR" OR "FLUENT")**

LANGUAGE Spanish	SPEAK	FLUENT	READ	FLUENT	WRITE	FLUENT
LANGUAGE French	SPEAK	SLIGHT	READ	SLIGHT	WRITE	SLIGHT
LANGUAGE	SPEAK		READ		WRITE	
LANGUAGE	SPEAK		READ		WRITE	
LANGUAGE	SPEAK		READ		WRITE	
WRITE						READ

SEC. 26 GENERAL QUALIFICATIONS (Cont'd)

B. HAVE YOU ANY SPECIAL KNOWLEDGE OR TRAINING WITH RESPECT TO:

MOTOR VEHICLES? *very good* AIRPLANES? *no* RADIO? *no*  
(Excellent)  
GIVE PARTICULARS .....

C. LIST all SPORTS AND HOBBIES WHICH INTEREST YOU; INDICATE DEGREE OF PROFICIENCY IN EACH.

...Shooting..... - *Excellent*  
...Fishing..... - *Excellent*  
...Swimming..... - *excellent*  
...Golf..... - *Fair*  
...Tennis..... - *Fair*

D. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Yes. I have had considerable supervisory and administrative experience in the intelligence field, having been in charge of all F.B.I. personnel in Colombia and Mexico while in those countries. In addition, I supervised from Washington the counter-intelligence work of the F.B.I. in many Latin American countries during 1945, and in 1946 administered the work of the Library, New York, Division of the F.B.I. as Assistant Special Agent in Charge. I feel qualified to undertake administrative work in foreign countries.

SEC. 27. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME *Mrs. Pierce E. O'Neal* RELATIONSHIP *Wife*

ADDRESS *406 Pine Street* *St. Louis* *Missouri* *Georgia*  
St. & No. City State Country

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SEC. 28. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED, AND YOU ARE INVITED TO MAKE ANY CHANGES (OR ADDITIONS) IN YOUR STATEMENTS THAT YOU MAY THINK ADVISABLE.

- A. ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER, "NO."

.....NO.....  
.....  
.....

- B. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL.

*2 1 1 1 1*

*47*

Applicant will not write below

COMMENTS OF INTERVIEWER: .....  
.....  
.....  
.....  
.....  
.....

SIGNATURE OF INTERVIEWER .....

INVESTIGATION REQUESTED BY .....  
Originating Official

(663) DATE .....

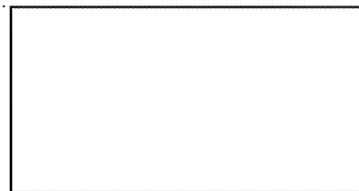


CONFIDENTIAL

TO : Chief, Communications  
FROM : Chief, Personnel Security Branch  
SUBJECT:

DATE: 11/7/51

In reply to your memorandum this is to advise that Subject meets the current requirements for cryptographic clearance and is approved for such duties as of this date.



SED ✓

CONFIDENTIAL

## SECURITY APPROVAL

CONFIDENTIAL *file*

To : Acting Chief, Personnel Division,  
 : ~~XXXXXXXXXXXXXXXXXXXX~~ Administrative Staff Date: 24 August 1950

From : Chief of Inspection and Security Staff Number:

Subject:

## 1. Note "X" below:

- ☐ Security approval is granted subject for access to classified information contingent upon the receipt of derogatory information at some future date.
- ☐ Provisional clearance for full duty with CIA is granted under the provisions of paragraph 4, Administrative Instruction 10-2, which provides for a temporary appointment pending the completion of full security investigation.
- ☐ Unless the applicant enters upon duty within 60 days from above date this approval becomes invalid.

## 2. Subject is currently on duty in I&amp;SS. This is to record security reapproval of him.

*O.K.  
P. Lane*

Chief, Personnel Security ~~Division~~ Branch

CONFIDENTIAL

~~CONFIDENTIAL~~

SECURITY OFFICE

CONFIDENTIAL

## Investigation Report

Subject: 

Date: 20 January 1947

To: Number: 

1. Investigation directed by: **RJBO**
2. Sources of information:
3. Recommendations:

Security approval recommended, though subject  
to the receipt of derogatory information at some  
future date. Interview advised.

By fgj  
cc: ~~CONFIDENTIAL~~CONFIDENTIAL

14-00000

RECORD OF  
PREVIOUS GOVERNMENT  
SERVICE RETURNED TO  
FEDERAL RECORDS CENTER IN  
ST. LOUIS, MO.

DATE July 1971